1 01 7

HDM-DRAFT 27 June 1950

MEMORANDUM FOR:

FROM

: Management Officer

SUBJECT

Draft of Administra tive Instruction re Reports of Changes in Personnel Status

- 1. There is reproduced below a draft of a proposed Administrative Instruction concerning the reporting of changes in Personnel Status.
- 2. This instruction is intended to simplify and coordinate the system of reporting and disseminating this type of information. It will eliminate the use of Forms No. 37-3 and 38-17 and the special telephone Directory list which are required under existing regulations. Under the proposed system a bi-weekly report will be submitted to the Machine Methods Division, OCD where it will be punched on to IBM cards. Machine listings will be disseminated from this Division to authorized recipient, including Personnel, Fiscal, I&SS and the Telephone Information Desk.
- 3. Request that you forward your concurrence or comments on the attached sheet to this office by 10 July 1950.

25X1A

ADMINISTRATIVE INSTRUCTION NC:

25X1A

SUBJECT: Report of Change

1. Reporting of All Vouchered Personnel

In order to establish current and accurate records concerning the status and location of Agency personnel by machine methods all Assistant Directors and Staff Chiefs are directed to forward the following information concerning all vouchered personnel in their respective offices to the Machine Methods Division, OCD.

- a. Full Name
- b. Building & Room Number
- c. CIA Telephone Extension (Checking those names to be included in the CIA Telephone Direc tory)

2. Bi-weekly Reports

Form Number 36- (--) will be submitted each two weeks on the same date as the Bi-weekly Time & Attendance Report, to the Machine Methods Division, OCD. This form is to list all changes that have taken place during the previous two weeks. Negative reports shall be submitted when no changes have occurred.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

Acting Executive

25X1A

.. Form No. 36-Edition July 1950

BINEEKLY REPORT OF PERSONNEL DATA

This form is to be filled out on same date as the biweekly Time and Attendance Report, and forwarded to the Machine Methods Division, OCD, M Building.

EFFACTIVE	DATE:	OFFICE:			VISIO Option			
		CIA ROOM & TELEP	HONE NUMB	ER CHANC	æs			
Name Bldg Ext.	ADD FOLI	OMING: Room No. Directory	(Fi Name Bldg Ext•	ll in or	nly ne	OWING: ecessary it Room No. Directory	ems)	
Name Bldg Ext.		Room No. Directory //	Name Bldg Ext.			Room No. Directory	77	•
Name Bldg Ext.	Add to	Room No. Directory	Name Bldg Ext.	Delete	from	Room No. Directory	\Box	•
Name Bldg. Ext.	Add to	Room No. Directory	Name Bldg Ext.	Delete	from	Room No. Directory		
Name Bldg. Ext.	Add to	Room No. Directory	Name Bldg Ext.	Delete	from	Room No. Directory		8.1
Name Bldg. Ext.	Add to	Room No. Directory	Name Bldg Ext.	Delete	from	Room No. Directory		
Name Bldg. Ext.	Add to	Room No. Directory	Name Bldg. Ext.	Delete	from	Room No. Directory		ı
Name Bldg. Ext.	Add to	Room No. Directory	Name Bldg. Ext.	Delete	from	Room No. Directory		. ×
Name Bldg. Ext.	Add to	Room No. Directory	Name Bldg. Ext.	Delete	from	Room No. Directory		
			OVER					

HOME ADDRESS AND HOME TELEPHONE CHANGES

Name		
Home Address Home Telophone	City	State
Name		2
Home Address		
Home Telephone	City	State
Name		
Home Address	0::	
Home Telephone	City	State
Name		4.00
Home Address	G : 1	
Home Telephone	City	State
Name		
Home Address		
Home Telephone	City	State
Name		p.
Home Address	City	G.
Home Telephone	- 	State
Namo		
Home Address		
Homo Telephone	City	State
Name		•
Home Address		
Home Telephone	City	State
	•	
Namo		
Home Address	City	Ctoto
Home Telephone		State
MARRI Regulations require the Peported. Appropriate secti Submitted to I & SS for all	IAGES, DIVORCES, AND NAME (at all marriages, divorces, ions of the Personal His	CHANCES , and name changes be story Statement must be
ame (As now recorded by Age ew Name	ncy) Married//	Divorced// By Court /
amo (1 a mari		
ame (As now recorded by Age	ncy) Married / 7	Divorced 7 By Court //
ow Name	***	
ame (As now recorded by Ager		
ew Name	ncy) Married//	Divorced// By Court //
		*

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

numeral d

STATINTL

ADMINISTRATIVE INSTRUCTION NO.

· 3 June 1948

SUBJECT: CIA Forms.

STATINTL

Rescinds Administrative Instruction

, dated 3 October 1943.

- 1. Requests for new and revised forms should be submitted to the Executive for Administration and Management on Form No. 30-11, "Request for Approval of Forms" (see attachment), together with draft of proposed form and "Reproduction Requisition," Form No. 36-2. "Requests for Supplies, Equipment or Service," Form No. 36-7, will be used in lieu of Form No. 36-2 when procurement is to be made from outside sources.
- 2. Assistant Directors and Staff Chiefs are responsible for insuring appropriate coordination prior to submission of proposed forms for final action. This coordination should provide for maximum utilization and standardization for intra-office or intra-agency use, including elimination of unnecessary or essentially duplicate current forms.
- 3. The Management Branch, A&M, will provide procedural and format assistance in development and utilization of proposed forms.
- h. Requests for forms stocked by Services Branch, A&M, will be submitted directly to the Supply Division, Services Branch, on Form No. 36-7.
- 5. All offices which maintain an exclusive inventory of forms will submit Form No. 36-2 or Form No. 36-7, as appropriate, to the Management Branch, A&M, when reordering such forms.
- 6. Two finished copies of all new or revised forms will be forwarded to the Management Branch by:
 - a. Reproduction Division, Services Branch when forms are reproduced within ${\tt CIA.}$
 - b. Supply Division, Services Branch when forms are obtained from outside sources for central stocking within CIA.
 - c. Using Offices when Forms are ordered from outside sources and stocked only within the using office.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

Executive for Administration and Management

Attachment
DISTRIBUTION: A

	RÉQUEST FO	R THE APPROV	AL OF FORMS		
NOTE: See Instructions o	n reverse side.				
ITLE OF FORM			EDITION TYPE O	F FILE VISIBLE BIND VERTICLE FOLD	
NUMBER AND EDITION DATE	OF EACH FORM SUPERSEDED		SUPPLY OF CURREN		ED
JUSTIFICATION		V prove			
	777 4701 1047 104	NCURRENCES (Intra-ag	anay walna offices	or officials!	
OORDINATED FOR STANDARDI	NO COL	CURRENCES (IIIC) a-ay	lendy daring offices		- 1 - 1
REMARKS:			GIGNATURE		

25X1A

ADMINISTRATIVE INSTRUCTION

14 December 1949

ILLEGIB

SUBJECT: Forms Control and Standardization.

ILLEGIB RE

RESCISSION: Administrative Instruction No.

dated 3 June 1948

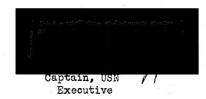
25X1A

- 1. The CIA forms control and standardization program is designed to promote procedural efficiency, eliminate duplication of forms, achieve economies in the procurement, stocking, and distribution of forms and reduce the man-hours required to process them.
- 2. A form is a printed or reproduced document with blank spaces provided for inserting specific information. A "form letter" is a letter printed or reproduced to furnish information for repeated mailings or one mailing to numerous destinations. Form letters with or without blank spaces are considered forms for the purposes of this directive.
 - 3. The Management Staff is responsible for:
 - a. Reviewing, recording and approving requests for the use, reproduction, or procurement of all Agency forms.
 - b. Registering and assigning identification to forms.
 - $\ensuremath{\text{o}}_\bullet$ Establishing and applying design and specification standards to forms.
 - d. Analyzing forms for essentiality, purpose, content, simplification, consolidation, standardization, and related procedures.
 - e. Furnishing technical assistance in designing forms.
 - f. Making recommendations in connection with the procurement, storage and distribution of forms.
 - g_{\bullet} . Initiating surveys for the purpose of eliminating unnecessary forms $_{\bullet}$
 - h. Clearing with the other agencies on matters pertaining to their forms used by the Agency.
 - i. Evaluating the forms control and standardization program.
 - 4. The classes of forms used in CIA are:
 - a. CIA Forms Approved by the Management Staff for use of the Agency.
 - b. Standard Forms Approved by the Bureau of the Budget or the General Accounting Office for the mandatory use of other agencies.

-1-RESTRICTED

- c. Civil Service Forms Prescribed by the Civil Service Commission for the use of all Federal agencies in the administration of civilian personnel.
- d. Miscellaneous Forms Developed within and approved by other agencies which cannot accurately be classified under a, b, or o above but which are authorized for use of CIA.
- 5. Assistant Directors and Staff Chiefs are responsible for insuring appropriate coordination on proposed forms and providing for maximum utilization and standardization for intra-office or intra-agency use. Where possible new forms will eliminate assentially duplicate current forms.
- 6. Requests for new or revised forms shall be submitted to the Management Staff on Request for Approval of Forms (Form No. 30-11) with a draft of the proposed form and Reproduction Requisition (Form No. 36-2). Request for Supplies, Equipment, or Service (Form No. 36-7) shall be submitted in lieu of Form No. 36-2 when procurement is made outside the Agency.
- 7. The printing, reproduction, procurement or use of forms within the Agency is prohibited without the prior approval of the Management Officer. Two copies of improvised forms currently used shall be submitted with Form No. 30-11 to the Management Officer for approval.
- 8. Requests for the discontinuance of approved forms shall be submitted to the Management Officer by the office which initially requested approval.
- 9. A functional list of all approved CIA forms and a numerical list of all non-CIA forms currently stocked in the Supply Division are attached as an appendix. An amendment to the list will be issued each quarter. A revised list will be issued on 1 July of each year.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



25X1A

ATTACHMENTS: 4

. Appendix

1. Functional Index for CIA Forms

- 2. Functional Listing of Approved CIA Forms
- 3. List of Standard Forms Stocked in CIA
- 4. List of Civil Service Forms and Miscellaneous Forms
 DISTRIBUTION: A -2-

APPENDIX

ADMINISTRATIVE INSTRUCTION 1
31 OCTOBER 1949

25X1A

FUNCTIONAL INDEX FOR CIA FORMS

SUBJECT	PAGE NUMBER
Accounting, Accounts and Audits	1.
Action	1.
Allotments and Allocations	1.
Applicants, Applications, Appointments, Personnel	•
and Personal Data	1.
Approvals	2.
Attendance and Leave	. 2.
Charge-Out and Filing Devices	2.
Check Sheets	- -
Clearances	2.
Coding	3.
Contact, Liaison and Interview	3.
Contracts and Agreements	3.
Control and Follow-Ups	4.
Damage, Destruction, Salvage and Loss	4.
Distribution Deliment and Distribution	5•
Distribution, Delivery and Disposition	5•
Examinations and Tests	6.
File Slips	6.
Indebtedness	6.
Information Requests, Reports and Records	7.
Instructions	8.
Inventories	8.
etterheads	8.
logs and Registers	8.
Mail, Courier and Messenger	9.
[edical	9.
bligations	10.
rders	10.
asses, Pass and Admission Records	10.
ay Roll and Time Records	11.
roduction	
urchase	11.
eceipts and Receiving	11.
ecruitment	11.
eference Index	12.
eports and Statements	12.
equirements	12.
equisitions and Requests	13.
osters and Strength Reports	13.
outing Girentus - 1 if a continue - 1	14.
outing, Signature and Memo Sheets and Slips	14.
chedules	14.
tatus	15.
arveys, Studies, Investigations and Inspections	15.
elecommunications electrons	15.
caining	17.
ransfers	17.

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FUNCTIONAL INDEX FOR CIA FORMS

SUBJECT	
DODOECI	PAGE NUMBER
Transmittals Travel, Transportation and Shipping Vouchers Work Sheets, Charts and Graphs	18. 18. 19.

FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO	• TITLE	CURRENT EDITION DATE
Accounting	g, Accounts and Audits	•
33-16 33-18 34-13	Accounting by Individual for Advance Post Allowance Audit Card Postage Stamp Disposition Record and Sum-	JUN 1949 FEB 1948
34-102	No Title - Request to carrier for rebilling of Transportation Request because of way	ост 1949
34-103	No Title - Request for clarification to	JUN 1949
34-103	No Title - Request for clarification to permit prompt settlement of billing	JUL 1948
314-1014	(Tissue) Request for Information Relative to Disposition of Certified Voucher Covering	JUL 1948
36-88 57-13 59-4	Account Reconciliation Card Cash Journal Financial Status of Project	OCT 1948 JUL 1949 JAN 1948 JUN 1949
Action		>>
37-1 37-3 37-14 37-65 37-109 37-111	Confidential Funds Personnel Action Personnel Action Request Placement Action Slip Personnel Action Route Slip Personnel Action Transmittal Memorandum Canceled Personnel Action	AUG 1949 JUL 1949 FEB 1949 JUN 1949 JUN 1947 SEP 1949
Allotments	and Allocations	-,-,
32 - 5 32-7 33 - 20	Advice of Allotment Authorization Request for Change in Allotment Report on Expenditures and Budget Allo-	AUG 1948 NOV 1947
59 - 2 59 - 5 59 - 5	cations Excerpt of Financial Data OPC Administrative Allotment Advice OPC Administrative Allotment Advice (Tissue)	MAR 1948 JUN 1949 JUN 1949 JUN 1949
Applicants,	Applications, Appointments, Personnel and Pers	onal Data
23 - 1 33-2	Applicant Record Card Foreign Duty Data Sheet	NOV 1947 M.R. 1949

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FUNCTIONAL LISTING OF APPROVED CIA FOR S

CURRENT

EDUTION DATE TITLE FORIS NO. Applicants, Applications, Appointments, Personnel and Personal Data (cont) DEC 1946 Service Record Card - White
Within Grade Promotion Record
White
Within Grade Promotion Record
Whousing Application
Applicant Data Form
Personnel Data Form
Military Record
Periodic Pay Increase Report
Personal History Statement
Personal History Statement - Appendix 1
Application for Employment
Notice of Fingerprinting
Personal History
Win Title - Letter of Appointment

(Unvouchered 33-11 36~39 37-20 37-22 37-38 37-49 37.-50 37-58 37-105 38-1 38-1A 38-35 38-39 51-24 (Unvouchered Employees)

Employee's Information Form - Field

Employee's Information Form - Departmental

AUG 1948 51-105 56-65 56-67 Approvals JUN 1948 Advice of Project Action MY 1949 10-1 Security Approval 38-101 Attendance and Leave Duty Status Report JUN 1949 Bi-Weekly Attendance Record Attendance Report M.R. 1947 33-30 DEC 1947 35-22 Attendance Record - Voice Monitoring

MAR 1947 38-29 56-25 Section Charge-Out and Filing Devices MOV 1946 Document Charge-Out Slip
Serial Removal Form
Abstract Charge-Out Slip AFR 1947 APR 1947 FEB 1949 35-13 35-24 Serial Removal Form 35-26 Abstract Charge-Out Slip 35-28 File Charge-Out Slip Check Shoots Security Check Sheet

Staff Duty Officer's Check List

The Daily Report - Stencil Check Sheet

FEB 1948 38-7 38-8 56-14 Final Checking Record

FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
Clearances	en e	e e e e e e e e e e e e e e e e e e e
20-2 27-101 3l ₁ -30 37-31 37-10 ₁ 37-105	Record Card No Title - Office Memorandum Final Payment Clearance Sheet Medical Clearance (Military) Request for Security Clearance Periodic Pay Increase Report	JUN 1948 MAR 1949 FEB 1949 JAN 1947 MAY 1949 OCT 1949
Coding		
29-22 29-28 30-9 38-47 60-23 60-47 60-49 60-55 60-59 60-61 60-66 (Test) 60-67 70-30 70-48	Graphic Materials Coding Sheet - Books Foreign Industrial Transcript Sheet Graphic Materials Coding Sheet - Maps Security Information Card Master Card Data Graphics Register Analyses Sheet - Spot Photography and Personalities Individual Code Sheet Organization Code Sheet Graphic Materials Analysis Sheet - Film Biographical Code Sheet Product Transcript Sheet - Card No. 3 Employee Status Change Card Industrial Register Transcript Sheet No. 1 Map Catalog Card Shipping Record	FEB 1948 MAY 1948 DEC 1947 MAR 1949 MAY 1949 NOV 1948 AUG 1948 AUG 1948 APR 1949 DEC 1948 JAN 1949 JUL 1949 JUL 1949 MAY 1948 OCT 1949
Contact, Li	aison and Interview	301 2/4/
37-13 38-32 39-1 51-33 51-35 51-46 51-46 57-19 60-56 (Test)	Personnel Relations Interview Record Investigative Liaison Record Report of Interview Liaison - Contact Card Contact Locator Card State-Control Record Card-White State-Control Record Card-Blue 00/C Case Sheet	FEB 1947 MAR 1949 NOV 1946 JUN 1947 JUN 1947 OCT 1947 OCT 1947 FEB 1949
60 - 63 70 - 46	International Travelers Arriving and Departing U.S.A. Record of Liaison Contact Data on Exchange	DEC 1948 APR 1949 OCT 1949

-3-RESTRICTED

FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
Contracts	and Agreements	
36-35 36-45 37-39 37-53 38-33 51-39 51-40 51-104	Informal Agreement for Services General Contract Conditions Release Personal Service Contract Secrecy Agreement Bill of Sale Declaration of Trust No Title - Employment Agreement	JAN 1947 MAY 1947 OCT 1949 APR 1948 JUN 1947 JUN 1947 JUN 1948 JUN 1948
55-104	No Title - Employment Agreement	
Control an	d Follow-Ups	
29-23 30-5 32-1 32-8 32-9 32-12 35-12 35-53 35-54 35-58 36-14 36-15 36-25A	Block Control Sheet Table of Organization Form Control Card Position Control Ledger Alphabetical Form Control Card Position Control - White Position Control - Blue SFD-SMU Posting Control Project/Contract Control Card Contract Payment Control Card Important Notice Accounts Control Register Stock Control Card Stock Control Card Voucher Register Supply Record Card Daily Gasoline and Oil Consumption	JUN 1948 MAR 1948 NOV 1948 NOV 1947 JUL 1947 JUL 1949 JAN 1948 MAR 1948 MOV 1948 DEC 1948 JUN 1949 OCT 1946 OCT 1946 FEB 1948 OCT 1946 JUL 1949 DEC 1947 JAN 1947
36-34 36-44 36-46 36-49 36-59 36-89 37-15 37-54 37-63	Contractor's File Card Non-Expendable Property Record Dispatcher's Record Chauffeur's Record Identification Control Card Contract Record Vehicle Repair Record Replenishment of Stock Record Vehicle Record Position Control Card - White Position Control Card - Salmon Follow-Up Slip Personnel Processing Control Card	JAN 1947 JAN 1948 DEC 1947 NOV 1947 JUL 1947 NOV 1947 JUN 1949 OCT 1948 OCT 1948 NOV 1948 MAY 1949

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORIT NO.	TITLE		CURREN TION	_
Control and	d Follow-Ups (cont)			
37-69	Approved Positions	SEI	1949) .
38-27	Open - Safe Label	DEC	1947	
38-40	Physical Security Control Card	JUI	1948	
51-48	Status Control Card	APF	1949	1
51-55	Letter Card	JA.	1948	
51-56	Document Card	JA.	1948	
51 - 74	Document Control Card	FEE	1949	
51-79	Stock and Allocation Record	JUI	1949	
57-20	Index Section Control Slip	MAR	1949	
53-10	Project Record Card	OCI	1949	
58-11	Periodical Record Card	SEF	1949	
59-1	OFC Project Control	NOA	1948	
60-41	CIA Library Control Slip	JUL	1949	
60-57	Batch Control Sheet	JUI	1949	
60-60	Information Control Sheet	DEC	1948	
60-62	Document Index Control Sheet	FZB	1949	
60-65	Graphic Materials Record	JUL	1949	
60-68	Publication Supply Record		1949	
70-17	Progress Card	DEC	1947	
70-24	Drafting Room Record	FEB	1948	
70-26	Office Map Record	FEB	1948	
70-31	Base Map Progress Chart	APR	1948	
70~32	Overlay Progress Chart		1948	
70-37	Loan Record Card - White	JUN	1948	
70-37	Loan Record Card - Buff		1948	
70-41	Map Request Routing Sheet		1948	•
70-47	Follow-Up Requirements - SO		1949	
70-47A	Follow-Up Requirements - 00/C		1949	
Damage, Des	truction, Salvage and Loss.			
			Ċ	
35-18	No Title - Certification of Destruction of		. `	
35-5 9	Document		1947	
	Destruction Report Card		1949	
36-42 36-82	Voluntary Payment for Public Property		1947	
90-02	Certificate of Droppage - Expendable Supplies	DEC	1948	
Distribution	n, Delivery and Disposition			
35-21	Distribution Decord File Cons			
36-10	Distribution Record File Card Combination Stock Record, Receiving and	I . . R	1947	
•	Property Issue Form	APR	1948	

-5-RESTRICTED

FUNCTIONAL LISTING OF APPROVED CIA FORMS

_	TOT I WOVED CIA	FOLMS
FORM	NO.	
	TITLE	CURRENT
. .	·	FDIRION
Distril	Pution, Deli-	EDITION DATE
	Oution, Delivery and Disposition (cont)	
36 - 21	Authorit (Cont)	•
36 - 29	Notice Tation for Pick-In	•
36-10	Authorization for Pick-Up and Delivery Letter No. 1	Trr - 21 -
	dani Wo. 1 - Inquiry on	JUL 1948
36-102	PA . delivery.	JAN 1947
	in inches	
36-108	delivery.	AUG 1949
	0 0 0 1 N/A 2	A == 1
70 - 28	of periodicals not received.	. AUG 1949
70-33	Primary Distribution Record Map Delivery Record	
70-45	Map Delivery Record Map Printing	AUG 1949
42	Map Printing and Distribution Record	FEB 1948
Examinati	Distribution Record	MAY 19L8
- Landing Cl	ons and Tests	AUG 1949
37-42		
21-42 37 1.2	Test Record Card	
37 - 43	1080 Data Renewt -	
37-45	Clerical Aptitude	SEP 1949
37-46		DEC 1947
37-51	Checklist and a	APR 19L8
7.0	Checklist and Score Sheet for Road Test	MAY 1948
·37 - 70	Report of our	,,40
***	Report of Qualifications	AUG 1948
File Slips		SEP 1949
29-19	Library File Slip - Green File and Routing Slip	
35-1	File and I	•
<i>35-</i> 31	File and Routing Slip Abstract File Slip	JAN 1948
35 - 31	Abstract File Slip - White	JAN 1949
35-31	Abstract File Slip - White Abstract File Slip - Yellow	AFR 1947
	Abote File Slip - White	ADD 301 -
35 - 31	Abstract File Slip - Yellow Abstract File Slip - White and Blue Abstract File Slip - White Blue	APR 1947
38-62	Abstract File Slip - White and Blue Abstract File Slip - White, Blue and Green Abstract File Slip - Yellow and Pink Cross Reference Slip - Reference Index - I&S	APR 1947.
60-16	aostract File Slip - Poet	APR 1949
70-4	Abstract File Slip - Yellow and Pink Zross Reference Slip File Slip - Unclassified	APR 1947
70 5	Lie Slin - Ima	40G 19U9
, , , , , ,	ile Slip - Classified	
Indebtedness	-HOOTITED	AUG 1948
deuness		AUG 1948
34-21 B		
71	ill for Collection	and the second of
3/1-05 St	Il for Collection - Tissue atement of Details	OCT 1949
34-25 CI	aim for popularia	MAR 1947
	•	AFR 1947
	n " n	JUN 1947
		· T1

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

	FORM NO.	TITLE	CURRENT EDITION DATE
	Information	Requests, Reports and Records	
	37-4	Service Record Information	OCT 1948
	37-6	Personnel Information	JUL 1949
	51-4	Information Report	JAN 1947 SEP 1948
	51-4A	Information Report	DEC 1948
	51-4A-1	Information Report	DEC 1948
	51 - 4B 51 - 40	Information Report Information Report	DEC 1948
	51 - 40	Information Report - External Survey	DE0 = 2,40
) -)	Detachment	OCT 1949
	51-14	Information Directive	JUN 1949
		Evaluation Record	AUG 1947
	51 - 25	Grading Shoet	JAN 1947
	51-58	Field Information Report Sheet	FEB 1948
	51 - 59	Operational and Source Data Sheet	FEB 1948
	51-61	Information Report	MAY 1949
	51 - 61A	Information Report	MAY 1949 MAR 1949
	51-76	OSO Preliminary Response to OCD	JUN 1949
	51 - 77	Information Report	JAN 1949
	55 - 8	Assessment Sheet	MAY 1947
	55-101	Assignment of Collection Action	APR 1947
25X1A	57 - 6	Organization Activity Record Process Sheets for Reports	MAY 1948
25/1/	57-14 57-15	Reports Record Card	MAY 1948
	57 - 16	Process Sheet for OO/C Cases	JUL 1948
	57 - 22	Case Status Report	MAY 1949
	58 - 3	ICF Sheet - 8"x102"	JUL 1948
	58-3A	ICF Sheet - 5"x8"	JUL 1948
	58-5	Project Record Card	DEC 1948
	58-6	Project Record A	APR 1949
	58-7	Project Record B	APR 1949 APR 1949
	58 - 8	Editorial Press Work Sheet	APR 1948
	60-1	Request for Intelligence Information	FEB 1947
	60-3	Information Dispatch Slip	MAY 1948
	60-6	C.D. Kardex Record ICF Card - Duplimat	JUL 1949
	60-34	Biographical Information Sheet	DEC 1948
	60-58 60-58A	Biographical Information Sheet - Continuation	4.4
	00-90M	Form	JAN 1949
25X1A	60-58B	Biographical Information Card -	JUN 1949
	60-60	Information Control Sheet	DEC 1948
	60-64	Biographic Report	MAY 1949
	*.	•	

RESTRICTED

FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
Information	Requests, Reports and Records (cont)	
60 - 101 70 - 10	No Title - CD Letter Pack Intelligence Information Report Grading Sheet	JAN 1949
70-34 70-35 70 - 44	Personnel Reporting Form Organization Reporting Form ORE Report 15-49 Supplement - Duplimat	MAY 1949 MAY 1948 MAY 1948 JUN 1949
Instruction	<u>s</u>	
29-5 60-71 70 - 23	ICF Reproduction Instructions Consolidation Instructions Revision and Rerun Record	DEC 1947 OCT 1949 FEB 1948
Inventories		
35-57 36-16 36-19 36-83	Semi-Annual Inventory Report Report of Inventory Adjustment Property Inventory Record Stock Card	JUN 1949 OCT 1946 JUN 1949 JAN 1949
Letterheads		
51-29 51-28A 51-29	No Title - Official Dispatch (White) No Title - Official Dispatch (Blue) No Title - Official Dispatch (Yellow)	MAR 1949 MAR 1949 JUN 1949
Logs and Re	gisters	
35-19 35-32 35-33 35-34 35-35 35-42 35-44	Log Outgoing Cable Control Sheet Incoming Cable Control Sheet Incoming Log - Secret Outgoing Log - Secret Signal Center Number Log - Out Signal Center Number Log - In Teletype Wire Sheet - Inward	FEB 1947 MAY 1947 MAY 1947 MAY 1948 OUT 1947 AUG 1947 AUG 1947
35-45 35-46 35-51 35-52 36-69 36-72	Teletype Wire Sheet - Outward Log - Confidential Consolidated Teletype Wire Sheet Incoming Cable Log Daily Log for GPO Work Domestic Shipping Register	OCT 1947 MAY 1948 JUN 1948 JUL 1948 JUN 1948

FUNCTIONAL LISTING OF APPROVED CIA FORMS

	FORM NO.	TITLE	CURRENT EDITION DATE
	Logs and Re	gisters (cont)	
	36-78 37-64	Record of Jobs Processed in Composing Room Reference Log Sheet, Confidential Jacket,	JUL 1948 JUN 1949
	38 - 11	Personnel Folder Visitor's Register Log	JAN 1949 JAN 1947
	38-14	Top Secret Log	AFR 1948
	51 - 31	Information Cable Log	MAY 1947
	51 - 38	FPDA Reports Log No. 2	JUL 1948
	51 - 42	Log	AUG 1947
	51 - 52	Source Log	FEB 1948
0EV4.4	51-64	Station Traffic Sheet	AFR 1948
25X1A	56-20	Cable Log -	MAR 19/47
	57 - 21	Field Office Log Sheet	MAY 1949
	60-7	Document Log Sheet	APR 1947
	70-2	Incoming Log	APR 1949
	70-3	Outgoing Log	FEB 1947
	70-8	Cable Log - Secret and below.	MAY 1949 FEB 1947
	70-9	Cable Log - Top Secret	FEB 1947
	70-27 70 - 40	Map Request Record Job and Time Log	JUN 1948
	Mail, Couri	er and Messenger	
	3L-7	No Title - Check Mailing Slip	APR 1947
	34-13	Postage Stamp Disposition Record and Sum-	
	J4-1-1	mary Report	OCT ·1949
	35-10	Envelope and Message Receipt	MAR 1947
	35-11	Postage Slip	DEC 1948
	35-16	Courier's Classified Mail Receipt	JUL 1949
	35-27	Special Mail Preference Slip	APR 1947
	Medical		
	37 - 7	Treatment Record Card	NOV 1946
	37-26	Daily Report of Emergency Treatments and Physical Examinations	SEP 1949
	37 - 27	Monthly Report of Emergency Treatments and Physical Examinations	JAN 1947
	37 - 32	Report of Physical Qualifications for Duty	DEC 1948
	37 - 47	Record of Individual Hypodermic Injections	JUL 1948
	37-48	Case Record	JUL 1948
	37-52	Physio-Therapy Record	OCT 1948
	37-56	Health Record	NOV 1948
	37 - 56A	Health Record - Continuation Form	NOV 1948 JUL 1949
	37 - 66	Motion Sickness	00L 1747

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Approved For Release 2001/08/02 : CIA-RDP81-00728R000100020045-3

FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO. TITLE	CURRENT EDITION DATE
Obligations	
Memorandum Record of Obligations 34-9 Miscellaneous Obligation Record 34-12 Report of Obligations and Expenditures by Object Classes 34-12A Report of Obligations and Expenditures by Object Classes - Work Sheet 34-14 Report of Estimated Obligations 34-15 Record of Obligations and/or Payments 34-34 Record of Unliquidated Obligations	JUL 1949 JUN 1949 NOV 1948 AUG 1948 AUG 1949 JUN 1949 MAR 1949
Orders	•
33-27 Travel Order 33-28 Domestic Travel Order 34-4 Travel Order 34-4A Travel Order - Tissue 36-1 Purchase Order 36-36 Order Ticket 36-58 Job Order 36-65 Telephone Service Order 36-77 Work Ticket 36-79 Supply and Work Order 36-84 Work Order - Graphics	JUL 1949 MAR 1949 MAR 1949 MAR 1949 MAR 1949 JAN 1947 DEC 1947 APR 1948 JUL 1948 OCT 1948 FEB 1949
Passes, Pass and Admission Records 38-4 Admission Card 38-5 Forgotten Badge Record 38-11 Visitor's Register Log 38-19 Visitor Admittance Form 38-20 Identification Badge Record 36-26 Limited Pass Receipt 36-31 Tabulation of Visitor Traffic 38-41 Photograph Identification 38-43 Admittance Sheet for Telephone Company Employees 38-46 Limited Pass Record 38-63 Visitor Exit Pass - Blue 38-63 Visitor Exit Pass - Buff 38-63 Visitor Exit Pass - Pink	MAY 1947 JAN 1947 JAN 1947 JAN 1948 SEP 1947 DEC 1947 NOV 1948 JUL 1948 SEP 1948 JUL 1948 JUL 1949 AUG 1949 AUG 1949 AUG 1949

-10-R#STRICTED

FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
Pay Roll and	d Time Records	
32-3 33-22 33-23 33-24 33-29 33-103 34-6 34-24	Request for Approval of Overtime Application for Fayment of Allowances Pay Roll Journal Employee Earnings Record Pay Roll Change Notice Authority to Make Salary Deductions Pay Roll List No Title - Request to outside agency for	OCT 1949 OCT 1948 NOV 1948 NOV 1948 MAR 1949 OCT 1948 NOV 1948
34-26 34-30 34-31 34-32 34-33 36-57	information concerning last payment to employee transferring to CIA. Earnings Record Card - Record of Native Pay Final Payment Clearance Sheet Pay Roll Index Card Application for Allowances Schedule of Allowances Daily Time Sheet	OCT 1947 AUG 1947 FEB 1949 DEC 1948 DEC 1948 DEC 1948
Production		
37-68 56-35 60-62 70-21 70-25	Weekly Work Report' Daily Production Document Index Control Sheet Map Reproduction Time Record Drafting Assignment	AUG 1949 APR 1947 FEB 1949 FEB 1948 FEB 1948
Purchase		,
36-1 36-28 36-36 36-101	Purchase Order Tabulation of Bids Order Ticket Invitation to Bid	MAR 1949 MAY 1948 JAN 1947 JUN 1948
Receipts a	nd Receiving	
201 3314 353 3510 3516 3520 35-47 3666	Receipt Receipt Consolidated Receipt Envelope and Message Receipt Courier's Classified Mail Receipt Consolidated Intelligence Receipt Communications Pouch Receipt Memorandum Receipt	FEB 1948 FEB 1947 FEB 1949 MAR 1947 JUL 1949 OCT 1947 NOV 1947 MAR 1949

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE		CURRENT PITION DATE
Receipts a	nd Receiving (cont)		
36-67 38-16 38-16A 38-26 51-54 60-65 70-18 70-29	keceiving Report Document Receipt Document Receipt - Transmit Limited Pass Receipt Transfer Report Graphic Materials Record Library Record Slip Transmittal Record	AP. DE DE DE JU. FE	R 1948 R 1948 C 1948 C 1947 C 1947 L 1949 B 1948 B 1948
Recruitmen	<u>t</u>		
37-8 37-61	Recruitment Request Personnel Recruitment Status		v 1949
Reference	index		
29-10 29-11 29-20 30-10 34-31 35-30 35-30A 35-30B 35-30D 36-81 60-69 70-16 70-18	Report Record Miscellaneous Document Recor Screen Record - National Arc Issuance Cross Reference Car Pay Roll Index Card Abstract Tabulation Card Cord Cord Cord Cord Cord Cord Cord Co	d DEC hives FEE d MAR DEC APR SEF APR APR DEC OCT SEP	; 1947 ; 1948 ; 1948 ; 1948 ; 1947 • 1947 • 1947 1947 1948 1949 1949
		,	
29-16 32-2 32-18 34-3 34-29 35-39 36-40 37-33	Scientific Report Monthly Forms Report Comparative Financial Stateme Administrative Audit Differen Reconciliation Statement Daily Report Moving Information Report No Title - Commander's and Me Report	ent JUN 100 Statement MAR JAN JUN FEB	1947 1946 1949 1949 1948 1948 1947

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
Reports and	Statements (cont)	•
37-41 37-41A 37-67 37-70 38-22 38-42 51-53 51-81 56-32	Personnel Status Report Unvouchered Personnel Status Report Daily Security Report Report of Qualifications Security Violation Report Daily Report Status and Efficiency Report Covert IAC Personnel Status Report Report on Daily Typist Operations	JAN 1949 JUL 1949 JUL 1949 SEP 1949 AUG 1949 JUL 1949 DEC 1947 OCT 1949 MAR 1947
Requirement	<u>s</u>	
32-15 32-16 32-17 57-18 59-3 70-47 70-47A	Summary of Budget Estimates Fiscal Year Personal Services Estimates Non-Personal Services Estimates Request for Requirements OFC Budgetary Data Follow-Up Requirements - SO Follow-Up Requirements - OO/C	JUN 1949 JUN 1949 JUN 1949 JUN 1949 OCT 1949 OCT 1949
Requisition	s and Requests	
30-11 35-15 36-2 36-6 36-7	Request for Approval of Forms Request for Advance Reproduction Requisition Report on Status of Requisition Requisition for Supplies, Equipment, or	JUN 1949 JUN 1949 MAR 1949 AUG 1949 SEP 1949
36-7A 36-58 36-65 36-79 37-59 37-62 38-2 58-9 60-21 60-70 70-19	Service Requisition for Supplies, Equipment, or Service - Manifold Job Order Telephone Service Order Supply and Work Order Request for Personnel Folder or Record Card Request for Designation Request for Credential Document Request Card Request for Inter-Library Loan Request for Library Loan Service Drafting Specifications - Top Secret (Cover Sheet)	SEP 1949 DEC 1947 AFR 1948 OCT 1948 FEB 1949 MAY 1949 JUL 1949 AFR 1949 MAR 1949 OCT 1949 FEB 1948
70-19A 70-20	Drafting Specifications - Continuation Sheet Type Order	FEB 1948 FEB 1948

FUNCTIONAL LISTING OF APPROVED CIA FORMS

	·	
FORM NO	• TITLE	CURRENT EDITION DATE
Rosters a	nd Strength Reports	
32 - 20 37 - 71 38 - 17 57 - 23	Supporting Schedule for S.F.80 and S.F. 113 Overt IAC Personnel Status Report Personnel Status Report Roster of Interpreters	AUG 1949 OCT 1949 APR 1947 MAY 1949
Routing, S	Signature and Memo Sheets and Sligs	
15-1 30-4 35-1 35-2	Routing Slip Official Routing Slip File and Routing Slip File Slip - Standard Register (Used for	DEC 1948 SEF 1947 JAN 1949
35-40	routing.) Registry Routing Slip	AUG 1947
77	regreery honoring stip	JUL -1940
35-55	Non-CIA Message Routing and Recard Sheet -	In Error
	Loan Copy	JUN 1949
35 - 56	Non-CIA Message Routing and Record Sheet -	0.72. 27,24,7
36-0 36-9 36-70 37-9 37-55 38-13 38-13A 38-21 38-34 51-9 51-10 51-17 51-18 51-19 51-23	Retain Copy Transmit:al Slip Office Message To ing Tag Foral Sheet Foral Slip Personnel Action Route Slip Signature Record and Cover Sheet Signature Record and Comment Sheet Security Branch SO Routing Sheet Investigative Division Routing Slip Routing and Record Sheet - Blue (Free - Restricted - Confide tial) Routing and Record Sheet - Pink (Secret) Information - Cable Routing and Record Sheet Confirmation - Cable Routing and Record Sheet Action - Cable Routing and Record Sheet Cable Routing and Record Sheet	JUN 1949 SEP 1946 SEF 1946 JUN 1948 AUG 1949 NOV 1948 JUN 1949 APR 1948 JUN 1949 OCT 1947 JUL 1949 APR 1949 APR 1949 JAN 1947 JAN 1947 JAN 1947 JAN 1947 JAN 1947
55 - 5	Internal Routing and Record Slip - 00	OCT 1949
Schedules		
36-60 36-61 36-77	Repair Schedule Service Schedule Werk Ticket	DEC 1947 DEC 1947 JUL 1948

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO	• TITLE	CURRENT EDITION DATE
Schedules	(cont)	
36 - 86 37 - 28 70 - 142 70-14 3 70-143	Weekly Working Schedule Immunization Schedule Project Guide Sheet Cover Sheet - White Cover Sheet - Blue	MAY 1949 JAN 1947 JUN 1949 JUN 1949 JUN 1949
Status		
30-12 37-35 37-41 37-41A 37-61 37-71 38-17 51-36 51-81	Request for Status of Forms Verification of Status Personnel Status Report Unvouchered Personnel Status Report Personnel Recruitment Status Overt IAC Personnel Status Report Personal Status Report Status Card Covert IAC Personnel Status Report	JAN 1949 MAY 1947 JAN 1949 JUL 1949 MAY 1949 OCT 1949 APR 1947 JUN 1947
Surveys, St	cudies, Investigations and Inspections	OCT 1949
32-14 36-18 36-18 37-36 38-18 38-24 38-48 38-48 38-102 38-104 38-104 60-48	Budget Analyst Record Survey Report Survey Report - SO Analysis of Efficiency Ratings Analysis She t No Title - Name Check Name Check - Priority Name Check - Priority Request for Applicant Name Check Report of Night Inspection Request for Investigation No Title - Memorandum for transmitting results of covert name check. (White) No Title - Memorandum for transmitting results of covert name check. (Blue Tissue) Machine Utilization	JAN 1949 MAR 1949 JAN 1948 MAY 1947 MAY 1947 MAR 1949 MAY 1949 MAY 1949 OCT 1949 AUG 1949 MAR 1949 MAR 1949 MAR 1949
Telecommunic	ations	· · · ·
	Classified Message - Ditto Master Incoming Classified Message - Restricted (White) Incoming Classified Message - Confidential	DEC 1948 MAR 1948
	(White)	APR 1947

FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
Telecommun	ications (cont)	
35 - 5 35 - 5	Incoming Classified Message - Secret (White) Incoming Classified Message - Top Secret	APR 1947
55 - 5	(White) Incoming Unclassified Message - Plain Text	AFR 1947
35 - 5	(Green) Incoming Classified Message - Restricted (Yellow)	AUG 1948
35 - 5	Incoming Classified Message - Confidential (Yellow)	MAR 1948 AUG 1948
35 - 5 35 - 5	Incoming Classified Message - Secret (Yellow)	DEC 1947
35 - 6	Incoming Classified Message - Top Secret (Yellow) Outgoing Classified Message - Restricted	ост 1947
35 - 6	(Pink) Outgoing Classified Message - Confidential	MAR 1948
35 - 6	(Pink) Outgoing Classified Message - Secret (Pink)	OCT 1947
35 - 6	Outgoing Classified Message - Top Secret (Pink)	DEC 1947 JAN 1948
55-7 55-7 55-355-355-355-355-355-355-355-355-355-	Outgoing Classified Message - White Outgoing Classified Message - Blue No Title - Message Center Dummy Copy Incoming Classified Message - Yellow Incoming Classified Message - White (Tissue) Outgoing Classified Message - Pink Outgoing Classified Message - Pink (Tissue) Outgoing Classified Message - Blue Daily Report No Title - Message Center Dummy Copy (Blue) Signal Center Copy - Incoming Message (Green) Classified Message - Temporary Copy Telephone Service Order Daily Record of Outgoing Messages Summary Sheet	JUN 1948 JUN 1948 DEC 1947 JUN 1947 JUN 1947 JUN 1947 JUN 1947 JUN 1947 JUN 1948 DEC 1948 APR 1948 APR 1948 AUG 1948 AUG 1948
56-18 56-19	Traffic Summary Teletype Number Sheet Teletype Number Sheet -	AUG 1948 MAR 1947 25X1A MAR 1947
56-21 56-22 56-26	Four Hour Traffic Check Headings for Cruising Report - White	MAR 1947 25X1A MAR 1947 OCT 1949

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE		RRENT ION DATE
Telecommun	ications (cont)		
56-26A 56-26B 56-26C	Cruising Report - Green Cruising Report - Yellow Cruising Report - Blue	OCT :	1949
56-26D 56-26E	Cruising Report - Salmon Cruising Report - Buff	OCT : OCT : OCT :	1949
56-35 56-44 56-49	Daily Production Commentaries for Line Schedules - White	Year JUN	1947
56-49 56-49 56-55 56-56	Line Schedules - Salmon Line Schedules - Buff Number Seats for "B" Wire Monitoring Schedule	AUG C AUG C AUG C OCT C NOV C	1947 1947 1947
56 - 57 56 - 58 56 - 59	Headings for Cables Headings for Cables Headings for Cables	NON 3	.947 .947 25X1A
56-60 56-61	Headings for Cables Number Sheet for "B" Wire - Abl Circuits No. 201 to 400	. NOV 1 e and Baker	L947
56 - 66	Reception Log Set-Up Log - White	DEC 1 AUG 1 JUL 1	.948
56-68 56-68 56-68 56-68	Set-Up Log - Green Set-Up Log - Blue Set-Up Log - Salmon	. JUL 1 . JUL 1 JUL 1	1949
56-69 56-70	Set-Up Log - Buff Equipment Failure Report Station Log	JUL 1 JUL 1 JUL 1	949
56-71 56-72	Monitoring Report Engineer's Watch Report	JUL 1	949 949
Training			
51-1 51-16 51-16	Training Request Form Training Evaluation Training Evaluation - Tissue	JAN 1 JAN 1	947
51-71 51-72	Trainee Battery Form Battery Ratings	JAN 1 NOV 1 DEC 1	βv, É
51-75 Transfers	Training Record	FEB 1	949
35-3 36-24 37-110 60-52	Personnel Transfer and Clearance Property Turn-In and Transfer S. Personnel Transfer Letter Records Transfer Request	Sheet SEP 1: lip JUN 1: FDP 1: SEP 1:	948 949

-17-RESTRICTED

FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	-	URREN TI ON	NT DATE
Transmittal	<u>s</u>			
33-101 33-102 34-101	No Title - Check Transmittal Memorandum No Title - Memorandum No Title - Memorandum Requesting Additional Information and/or Corrections in Connection	MUL	1949 1949	€
36-38 37-109 51-106	with Travel Voucher No Title - Reference to Parking Permit Personnel Action Transmittal Memorandum No Title - Transmittal Memorandum	FEB	1946 1947 1947	7
60-46 70-29 70-38	Transmittal Sheet Transmittal Record Transmittal List	FEB	1948 1948 1949	3
Travel, Tra	nsportation and Shipping			
33-27 33-28 34-2 34-4 34-44 34-5 34-16	Travel Order Domostic Travel Order Travel Expense Record Travel Order Travel Order - Tissue Request for Travel Order No Title - CIG Memorandum Copy for Travel	MAR AUG MAR MAR	1949 1949 1949 1949 1948)))
34-17 34-19 34-20 36-4	Request, S. F. 1030 Travel Order Amendment Identification Card Record Transportation Request Receipt Request for Overseas Shipment of Cargo	DEC JAN MAR	1946 1946 1947 1949	; ,
36-5 36-11 36-27	Request for Pick-Up and Delivery Preparatory for Overseas Shipment Final Instructions for Overseas Travel Request for Movement of Family and Household Effects	SEP	1946 1946	;
36-72 36-85 36-85 37-60 38-49	Domostic Shipping Register Shipping Document Shipping Document - Back Foreign Travel Request Transportation of Household and Personal	APR APR	1948 1949 1949 1949) !
38-50 51-78 51-103 70-48	Effects and Automobiles Travel History Geographical Cargo Reference Card Request for Shipping Instructions Shipping Record	DEC JUN JUL	1949 1949 1949 1947 1949))

-18-RESTRICTED

FU CTIONAL LISTING OF APPROVED CTA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
Vouchers		
32-11	Journal Voucher for Allotment of Funds for Personal Services	DEC 1947
33-5	Voucher for Payment of Individual Pay Roll and/or Cost of Living Allowances	
33-10	Special Funds Voucher	MAY 1948 OCT 1947
33-12	Travel Voucher	JUN 1949
33-17	Reimbursement Voucher for Purchase and	901 134J
	Services Other Than Personal	JUL 1949
34-1	Record of Voucher (For Per Diem Accounts)	SEP 1946
34-11	Analysis of Voucher	MAR 1947
	s, Charts and Graphs	
32-4 32-13	Chart (Fiscal Year)	JAN 1948
36-54	Personnel Requirements Work Sheet Space Survey Work Sheet	JUN 1949
36-62	Cargo Work Sheet	SEP 1947 DEC 1947
37-34	Medical Statistics Work Sheet	FEB 1947
51-45	Location Chart	SEP 1947
51-66	Chart (Fiscal Year 194)	MAY 1948
51-80	Assessment Cases and Problems	SEP 1949
55 - 7	Hileage Work Sheet	FEB 1948
56-28	The Daily Report - Master Contents Sheet	MAR 1947
58 - 8	Editorial Press Work Sheut	APR 1949
60-18	Contact Register Analysis Report	JUL 1948
60-53	Caption Report	SEP 1948
60 - 55 75 - 1	Graphic Materials Analysis Sheet - Film Record of Infectious Diseases in Foreign	APR 1949
(\mathtt{Test})	Countries	JUL 1949

-19-RESTRICTED

STANDARD FORMS STOCKED IN CIA

FORM NO.	TITLE
SFl	Printing and Binding Requisition
SF2	Lease
SF14	Telegram (7"x8")
SF14	Telegram $(8''x10^{1}_{2}'')$
SF19	Bond of Indemnity
SF23	Contract - Construction
SF25	Performance Bond
SF25a	Payment Bond
SF26	Driver's Report - Accident
SF27	Investigation Officer's Report - Accident
SF28	Claim for Damages - Accident, Motor Transportation
SF32	Contract - Supplies
SF33	Invitation, Bid and Acceptance
SF36	Continuation Sheet for SF31 or SF33
SF39	Request for Certification
SF40	Contract for Telephone Service
SF50	Changes in Civilian Personnel
SF51	Report of Efficiency Rating
SF52	List of Efficiency Ratings
SF57	Application for Federal Employment
SF58	Continuation Sheet for SF57
SF60	Application for Federal Employment (Short Form)
SF61 SF66	Oath of Office, Affidavit
SF68	Inquiry Regarding Status, Veteran Preference, and/or Service
SF71	Notice of Official Efficiency Rating Application for Leave
SF75	Position Description
SF75a	
SI / Ja	Guide to Position Classifiers, Employers, Supervisors for the Preparation of Position Descriptions
SF78	Certificate of Medical Examination
SF103	Application for Service Credit
SF105	Obligations, Benefits and Privileges of Membership in the United
	States Civil Service Retirement System
SF113	Monthly Report of Federal Civilian Employment
SF113a	Quarterly Report of Federal Civilian Employment
SF1012	Voucher for Per Diem and/or Reimbursement of Expenses Incident
	to Official Travel
SF1012a	Voucher for Per Diem and/or Reimbursement of Expenses Incident
	to Official Travel - Memorandum
SF1012b	Schedule of Expenses and Itinerary of Traveler
SF1012c	Voucher for Per Diem and/or Reimbursement of Expenses Incident
	to Official Travel - Continuation Sheet
SF1012d	Receipt for Cash - Subvoucher

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STANDARD FORMS STOCKED IN CIA

FORM NO	• TITLE					
sf1014a	General Ledger					
SF1015a	Allotment Ledger					
SF1015b	Allotment Ledger - Copy					
SF1016	Distribution Ledger					
SF1017g	Journal Voucher					
SF1034	Public Voucher for Bunchasses 3 a					
SF103Lja	Public Voucher for Purchases and Services Other Than Personal					
	Public Voucher for Purchases and Services Other Than Personal Memorandum					
SF1035						
	Public Voucher for Purchases and Services Other Than Personal - Continuation Sheet					
SF1035a	DILLOGO					
	Public Voucher for Purchases and Services Other Than Personal - Continuation Sheet					
SF1036	Statement and Certificate of Award					
SF1038	Application for Advance of Award					
sF10ĹL	Application for Advance of Funds for Travel Expenses Schedule of Collections					
SF1046	Schedule of Transfers - Special Deposits					
sF10L8	Public Voucher for Refunds - Memorandum					
SF1049	Public Voucher for Refunds - Memorandum					
SF1050	Public Voucher for Refunds - Memorandum					
SF1055	Application for Parment as Assembly 2					
	Application for Payment of Amounts Due Deceased or Incompetent					
	Civilian Employees, Officers and Enlisted Men in the Military Service, and Public Creditors of the United States					
SF1062	Government Bill of Lading - Extra Sheet					
SF1067	Public Voucher for Transportation of Passengers					
SF1067a	Public Voucher for Transportation of Passengers Public Voucher for Transportation of Passengers					
SF1067b	Public Voucher for Transportation of Passengers					
SF1067c	Public Voucher for Transportation of Passengers					
SF1069	Voucher for Allowances at Foreign Posts of Duty					
SF1069a	Voucher for Allowances at Foreign Posts of Duty					
SF1070	Voucher for Allowances at Foreign Posts of Duty - Memorandum Schedule for Retirement and Disability Fund Credits					
SF1080	Voucher for Transfers between Appropriate					
SF1080a	Voucher for Transfers between Appropriations and/or Funds					
	Voucher for Transfers between Appropriations and/or Funds - Memorandum (Disbursement)					
SF1080b	Voucher for Transfers between Appropriations and/or Funds -					
	Blue (Collection)					
SF1080c	Voucher for Transfers between America					
	Voucher for Transfers between Appropriations and/or Funds - Green (Collection)					
SF1095	Summary Statement of Dishungament and G 33					
	Summary Statement of Disbursement and Collections by Appropriation Limitations					
SF1096	Schedule of Voucher Deductions					
SF1097	Adjustment Voucher to Effect Correction of Errors					
SF1097a	Adjustment Voucher to Effect Connection of Errors					
SF1098	Adjustment Voucher to Effect Correction of Errors - Memorandum Schedule of Canceled Checks					

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RUSTRICTED

STANDARD FORMS STOCKED IN CIA

FORM NO.	TITLE				
SF1103	U. S. Government Bill of Lading - Original				
SF1103a	U. S. Government Bill of Lading - Memorandum				
sF1104					
SF1105	,				
SF1106	U. S. Government Freight Waybill - Carrier's Copy				
SF1108	Certificate in Lieu of Lost U. S. Government Bill of Lading -				
	Original				
SF1108a	Certificate in Lieu of Lost U. S. Government Bill of Lading -				
	Momorandum				
SF1113	Public Voucher for Transportation Charges				
SF1113a Public Voucher for Transportation Charges - Memorandum					
SF1116 Statement of General Accounts Balances					
SF1117	SF1117 Schedule of Balances Showing Status of Appropriations				
SF1118	•				
	Appropriations				
SF1128	Pay Roll for Personal Services				
SF1128a	Pay Roll for Personal Services - Memorandum				
SF1129	Voucher for Petty Purchases				
SF1129a	Voucher for Petty Purchases - Memorandum				
SF1129b	Voucher for Petty Purchases - Continuation Sheet				
SF1129c	Voucher for Petty Purchases - Continuation Sheet (Memorandum)				
SF1130	Time and Attendance Report				
SF1137	Leave Record				

CIVIL SERVICE FORMS STOCKED IN CIA

FORM NO.	TITLE
CS12 CS1769 CS2803 CS2806-1 CS2806-3 CS2807 CS2807-1 CS2807-2 CS3000 CS3001 CS3002 CS3005	Proof of Residence Affidavit as to Members of Family in Government Service Individual Retirement Record Designation, Change or Revocation of Beneficiary Notice of Correction of Individual Retirement Record Register of Separations and Transfer Register of Adjustments Annual Summary of Retirement Fund Transactions Retirement Death Claim Application for Retirement Annuity Application for Retirement on Account of Disability Application for Refund of Retirement Deductions

MISCELLANEOUS FORMS STOCKED IN CIA

Treasury Department Forms

W-4 1737	Employee's Tithholding Exemption Certificate Bond Issuance Schedule Weiter
1737a	Series E United States Savings Bonds
6569	Bond Issuance Schedule - United States War Savings Bonds - Series E Power of Attorney by T. J.
Denartment	Power of Attorney by Individual for the Collection of Checks Drawn on the Treasurer of the United States

Department of the Army Forms

AGO-WD17 WD43 WD44 WD44a WD44b WD44c WD58 WD60 WD61 WD62	Requisition for Publications and Blank Forms Individual Earnings Record Pay Roll for Personal Services (Civilian Employees) Pay Roll for Personal Services - Continuation Sheet Pay Roll for Personal Services - Memorandum Pay Roll for Personal Services - Memorandum - Continuation Sheet Pay Roll Change Slip Pay Roll Certification Control Individual Earnings Records Summary Control War Savings Bonds Control
70 - 2 -	

Federal Works Agency Forms

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•	quest for Work operty Pass	quest for Work to operty Pass	quest for Work to be operty Pass

Government Printing Office Forms

R2390 Order for Standard Forms or Supplies

ILLEGIB

COMFIDENTI

3 October 1946

25X1A

CENTRAL INTELLIGENCE AXOUT AGENCY

C. I. G. ADLINISTRATIVE

FOLLS CONTROL AND STANDARDIZATION ROCHDURE

Authority

The Budgot Section, Finance Division, Personnel and Administrative Branch, is vested with the authority to review and control the use, application and reproduction of forms to be used by C.I.G. and the standardization of precedures in connection with the use of such forms.

Reproduction

Requests for new or additional quantities of existing forms will be forwarded to the Budget Section, together with Form 36-2, "Reproduction Requisition", in duplicate. Requests for repreduction of forms will not be honored without the prior approval of the Budget Section.

Proparation of Forms and Procedures

The Budget Section offers the assistance of qualified personnel in the proparation of new forms and the devising of pageodures to be used in the application of such forms. In instances where a new procedure is to be established, or where new forms are to be prepared, the Budget Section should be advised in order that they may supervise and assist in this connection. Now procedures will not be issued in the form of Administrative Orders or Instructions until the procedures or instructions have been reviewed by the Budget Section and cleared by the Interdepartmental Coordinating and Planning Staff.

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FOR THE DIRECTOR OF CENTRAL INTLLLIGHNEE

RENUMBERED PER C.I.A. GENERAL CRDER NO.

Colonel, CAC

Executive for Personnel and Administration EFFECTIVE 30 JUNE 1947 CIG ADMINISTRATIVE ORDERS WILL REMAIN IN FORCE UNTIL

CANCELLED OR SUPERSEDED

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CENTRAL INTELLIGENCE AGENCY Washington, D. C.

ADMINISTRATIVE INSTRUCTION NO.

3 June 1948

110 1

SUBJECT: CIA Forms.

Rescinds Administrative Instruction No.

dated 3 October 19

l. Requests for new and revised forms should be submitted to the Executive for Administration and Management on Form No. 30-11, "Request for Approval of Forms" (see attachment), together with draft of propose form and "Reproduction Requisition," Form No. 36-2. "Requests for Supplies, Equipment or Service," Form No. 36-7, will be used in lieu of Form No. 36-2 when procurement is to be made from outside sources.

2. Assistant Directors and Staff Chiefs are responsible for insuring appropriate coordination prior to submission of proposed forms for final action. This coordination should provide for maximum utilization and standardization for intra-office or intra-agency use, including elimination of unnecessary or essentially duplicate current forms.

- 3. The Management Branch, A&M, will provide procedural and format assistance in development and utilization of proposed forms.
- h. Requests for forms stocked by Services Branch, A&M, will be submitted directly to the Supply Division, Services Branch, on Form No. 36-7.
- 5. All offices which maintain an exclusive inventory of forms will submit Form No. 36-2 or Form No. 36-7, as appropriate, to the Management Branch, A&M, when reordering such forms.
- 6. Two finished copies of all new or revised forms will be forwarded to the Management Branch by:
 - a. Reproduction Division, Services Branch when forms are reproduced within CIA.
 - b. Supply Division, Services Pranch when forms are obtained from outside sources for central stocking within CIA.
 - c. Using Offices when Forms are ordered from outside sources and stocked only within the using office.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

Executive for Administration and Management

Attachment
DISTRIBUTION: A

REQUEST FO	R THE APPROVAL OF FORMS
NOTE: See instructions on reverse side.	• •
FITLE OF FORM	PROPOSED EDITION TYPE OF FILE NEW VISIBLE BINDER REVISED VERTICLE FOLDER
NUMBER AND EDITION DATE OF EACH FORM SUPERSEDED	SUPPLY OF CURRENT FORMS TO BE USED NOT TO BE USED
JUSTIFICATION	
COPIES IN WHICH PREPARED AND THEIR DISPOSITION	RPOSE; SPECIFIC ORGANIZATIONAL UNIT INITIATING THE FORM; NUMBER OF
OORDINATED FOR STANDARDIZED APPLICATION CON	CURRENCES (intra-agency using offices or officials)
REMARKS:	SIGNATURE DATE
ORM NO. 30-11 **Use r	everse side if necessary

25X1A

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RESTRICTED

ADMINISTRATIVE INSTRUCTION NO.

14 December 1949

SUBJECT:

Forms Control and Standardization.

25X1A

RESCISSION: Administrative Instruction No.

.

dated 3 June 1948.

1. The CIA forms control and standardization program is designed to promote procedural efficiency, eliminate duplication of forms, achieve economies in the procurement, stocking, and distribution of forms and reduce the man-hours required to process them.

- 2. A form is a printed or reproduced document with blank spaces provided for inserting specific information. A "form letter" is a letter printed or reproduced to furnish information for repeated mailings or one mailing to numerous destinations. Form letters with or without blank spaces are considered forms for the purposes of this directive.
 - 3. The Management Staff is responsible for:
 - a. Reviewing, recording and approving requests for the use, reproduction, or procurement of all Agency forms.
 - b. Registering and assigning identification to forms.
 - $\ensuremath{\text{o}}_{\bullet}$ Establishing and applying design and specification standards to forms.
 - d. Analyzing forms for essentiality, purpose, content, simplification, consolidation, standardization, and related procedures.
 - e. Furnishing technical assistance in designing forms.
 - f. Making recommendations in connection with the procurement, storage and distribution of forms.
 - $g_{\,\bullet\,}$ Initiating surveys for the purpose of eliminating unnecessary forms.
 - h. Clearing with the other agencies on matters pertaining to their forms used by the Agency.
 - i. Evaluating the forms control and standardization program.
 - 4. The classes of forms used in CIA are:
 - $\mathtt{a.}$ CIA Forms Approved by the Management Staff for use of the Agency.
 - b. Standard Forms Approved by the Bureau of the Budget or the General Accounting Office for the mandatory use of other agencies.

-1-RESTRICTED

25X1A

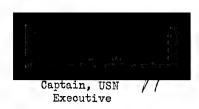


May 1

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- c. Civil Service Forms Prescribed by the Civil Service Commission for the use of all Federal agencies in the administration of civilian personnel.
- d. Miscellaneous Forms Developed within and approved by other agencies which cannot accurately be classified under a, b, or c above but which are authorized for use of CIA.
- 5. Assistant Directors and Staff Chiefs are responsible for insuring appropriate coordination on proposed forms and providing for maximum utilization and standardization for intra-office or intra-agency use. Where possible new forms will eliminate assentially duplicate current forms.
- 6. Requests for new or revised forms shall be submitted to the Management Staff on Request for Approval of Forms (Form No. 30-11) with a draft of the proposed form and Reproduction Requisition (Form No. 36-2). Request for Supplies, Equipment, or Service (Form No. 36-7) shall be submitted in lieu of Form No. 36-2 when procurement is made outside the Agency.
- 7. The printing, reproduction, procurement or use of forms within the Agency is prohibited without the prior approval of the Management Officer. Two copies of improvised forms ourrently used shall be submitted with Form No. 30-11 to the Management Officer for approval.
- 8. Requests for the discontinuance of approved forms shall be submitted to the Management Officer by the office which initially requested approval.
- 9. A functional list of all approved CIA forms and a numerical list of all non-CIA forms currently stocked in the Supply Division are attached as an appendix. An amendment to the list will be issued each quarter. A revised list will be issued on 1 July of each year.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



25X1A

ATTACHMENTS: 4

. Appendix

- 1. Functional Index for CIA Forms
- 2. Functional Listing of Approved CIA Forms
- 3. List of Standard Forms Stocked in CIA
- 4. List of Civil Service Forms and Miscellaneous Forms DISTRIBUTION: A -2-

APPENDIX

ADMINISTRATIVE INSTRUCTION
31 OCTOBER 1949

25X1A

FUNCTIONAL INDEX FOR CIA FORMS

SUBJECT	PAGE NUMBER
Accounting, Accounts and Audits	,
Action	1.
Allotments and Allocations	1.
Applicants, Applications, Appointments, Personnel	1.
and Fersonal Data	2
Approvals	1.
Attendance and Leave	2.
Charge-Out and Filing Devices	2.
Check Sheets	2.
Clearances	2.
Coding	3.
Contact, Liaison and Interview	3.
Contracts and Agreements	3.
Control and Follow-Ups	4.
Damage, Destruction, Salvage and Loss	4.
Distribution, Delivery and Disposition	5.
Examinations and Tests	5.
File Slips	6.
Indebtedness	6.
Information Requests, Reports and Records	6.
Instructions	7.
Inventories	8.
Letterheads	8.
Logs and Registers	8.
Mail, Courier and Messongor	8.
Medical	9.
Obligations	9.
Orders	10.
Passes, Pass and Admission Records	10.
Pay Roll and Time Records	10.
Production	11.
Purchase	11.
Receipts and Receiving	11.
Recruitment	11.
eference Index	12.
eports and Statements	12.
equirements	12.
equisitions and Requests	13.
osters and Strength Reports	13.
outing, Signature and Memo Sheets and Slips	14.
chedules	14.
tatus	14.
urveys, Studies, Investigations and Inspections	15.
elecommunications	15.
raining	15.
ransfers	17.
	17.

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FUNCTIONAL INDEX FOR CIA FORMS

SUBJECT	
	PAGE NUMBER
	,
Transmittals	
Travel Transportation	18.
Travel, Transportation and Shipping Vouchers	18.
Work Sheets, Charts and Graphs	19.
ondous, onaits and Graphs	19.

-2-RISTRICTED

FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
Accounting,	, Accounts and Audits	
33-16 33-18 34-13	Accounting by Individual for Advance Post Allowance Audit Card Postage Stamp Disposition Record and Sum-	JUN 1949 FEB 1948
34-102	mary Report No Title - Request to carrier for rebilling of Transportation Request because of un-	0CT 1949 S
34 - 103	used portion of ticket. No Title - Request for clarification te	JUN 1949
34-103	permit prompt settlement of billing (Bond No Title - Request for clarification to permit prompt settlement of billing	l) JUL 1948
34-104	(Tissue) Request for Information Relative to Disposition of Certified Voucher Covering	JUL 1948
36-88 57-13 59-4	Account Reconciliation Card Cash Journal Financial Status of Project	OCT 1948 JUL 1949 JAN 1948 JUN 1949
Action		
37-1 37-3 37-14 37-65 37-109 37-111	Confidential Funds Personnel Action Personnel Action Request Placement Action Slip Personnel Action Route Slip Personnel Action Transmittal Memorandum Canceled Personnel Action	AUG 1949 JUL 1949 FEB 1949 JUN 1949 JUN 1947 SEP 1949
Allotments	and Allocations	
32 - 5 32 - 7 33-20	Advice of Allotment Authorization Request for Change in Allotment Report on Expenditures and Budget Allo-	AUG 1948 NOV 1947
59 - 2 59 - 5 59 - 5	cations Excerpt of Financial Data OPC Administrative Allotment Advice OFC Administrative Allotment Advice (Tissue	MAR 1948 JUN 1949 JUN 1949) JUN 1949
Applicants,	Applications, Appointments, Personnel and Pe	ersonal Data
23 - 1 33-2	Applicant Record Card Foreign Duty Data Sheet	NOV 1947 MAR 1949

-1-RESTRICTED

FUNCTIONAL LISTING OF APPROVED CIA FORMS

CURRENT

FORM NO.	TITLE		EDITION DATE	
•				
Applicants,	Applications, Appointments, Personnel and	Personal	Data	(cont
33-11	Oath of Office	DEC	1946	
36-39	Application for Parking .		1947	•
37-20	Service Record Card - White		1948	
37-22	Within Grade Promotion Record		1947	
37-38	Housing Application	JUL	1947	
37-49	Applicant Data Form	JUL	1948	
37 - 50	Personnel Data Form	JUL	1948	
37-58	Military Record	APR	1949	
37-105	Periodic Pay Increase Report		1949	
38-1	Personal History Statement		1948	
38-1A	Personal History Statement - Appendix 1		1948	
38 - 35	Application for Employment		1948	
38-39 51-24	Notice of Fingerprinting Personal History		1949	
51-105	No Title - Lotter of Appointment	UUM	1949	
01-100	(Unvouchered Employees)	ייווד.	1948	
56-65	Employee's Information Form - Field		1048	
56-67	Employee's Information Form - Departmental	LUIG	1948	•
Approvals			•	
10-1	Advice of Project Action	JUN	1948	
38-101	Security Approval		1949	
Attendance	and Leave	•		
Autolianico	and beave		٠.	
33-30	Duty Status Report	JUN	1949	
35-22	Bi-Weekly Attendance Record	MAP.	1947	
38-29	Attendance Report		1947	
56-25	Daily Attendance Record - Voice Monitoring			
	Section	MAR	1947	
6 1		•.		•
charge-Out	and Filing Devices		•	•• .
35-13	Document Charge-Out Slip	NOV	1946	
35-24	Serial Removal Form	APR	1947	
35-26	Abstract Charge-Out Slip	PR	1947	
35-28 .	File Charge-Out Slip	FEB	1949	,
Check Sheet	<u>.</u>	٠.,		
70.7	Constitution of the many 11	آهاد داده داده 		
38 - 7 38 - 8	Security Check Sheet		1948	
56-14	Staff Duty Officer's Check List The Daily Report - Stencil Check Sheet	JUN		
70-22	Final Checking Record	APR FEB		
	successing sectors of	1 1111		

-2-RESTRICTED

FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
Clearances		
20-2 27-101 34-30 37-31 37-104 37-105	Record Card No Title - Office Memorandum Final Payment Clearance Sheet Medical Clearance (Military) Request for Security Clearance Periodic Pay Increase Report	JUN 1948 MAR 1949 FEB 1949 JAN 1947 MAY 1949 OCT 1949
Coding		
29-22 29-28 30-9 38-47 60-23 60-47 60-49 60-55 60-59 60-61 60-66 (Test) 60-67 70-48	Graphic Materials Coding Sheet - Books Foreign Industrial Transcript Sheet Graphic Materials Coding Sheet - Maps Security Information Card Master Card Data Graphics Register Analyses Sheet - Spot Photography and Personalitics Individual Code Sheet Organization Code Sheet Graphic Materials Analysis Sheet - Film Biographical Code Sheet Product Transcript Sheet - Card No. 3 Employee Status Change Card Industrial Register Transcript Sheet No. 1 Map Catalog Card Shipping Record	FEB 1948 MAY 1948 DEC 1947 MAR 1949 MAY 1949 NOV 1948 AUG 1946 SEP 1948 APR 1949 DEC 1948 JUL 1949 JUL 1949 MAY 1948 OCT 1949
Contact, Lia	aison and Interview	
37-13 38-32 39-1 51-33 51-35 51-46 51-46 57-19 60-56	Personnel Relations Interview Record Investigative Liaison Record Report of Interview Liaison - Contact Card Contact Locator Card State-Control Record Card-White Stato-Control Record Card-Blue 00/C Case Sheet International Travelers Arriving and	FEB 1947 MAR 1949 MOV 1946 JUN 1947 JUN 1947 OCT 1947 OCT 1947 FEB 1949
60-63	Departing U.S.A. Record of Liaison Contact Data on Exchange	DEC 1948 APR 1949 OCT 1949

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
Contracts :	and Agreements	•
36-35 36-45 37-39 37-53 38-33 51-39 51-40 51-104 55-104	Informal Agreement for Services General Contract Conditions Release Personal Service Contract Secrecy Agreement Bill of Sale Declaration of Trust No Title - Employment Agreement No Title - Employment Agreement	JAN 1947 MAY 1947 OCT 1949 APR 1949 APR 1948 JUN 1947 JUN 1947 JUN 1948 JUN 1948
Control and	Follow-Ups	•
29-23 30-5 32-1 32-8 32-12 32-12 35-51 35-51 35-58 36-14 36-15 36-32 36-34 36-44 36-46	Block Control Sheet Table of Organization Form Control Card Position Control Ledger Alphabetical Form Control Card Position Control - White Position Control - Blue SFD-SMU Posting Control Project/Contract Control Card Contract Payment Control Card Important Notice Accounts Control Register Stock Control Card Stock Control Card Voucher Register Supply Record Card Daily Gasoline and Oil Consumption Contractor's File Card Non-Expendable Property Record Dispatcher's Record Chauffeur's Record	JUN 1948 MAR 1948 NOV 1948 APR 1947 JUL 1949 JAN 1948 MAR 1948 NOV 1948 MAR 1948 DEC 1948 JUN 1949 OCT 1946 OCT 1946 FEB 1948 UCT 1946 JUL 1949 DEC 1947 JAN 1947 JAN 1948 DEC 1947
36-48 36-55 36-59 36-87 36-89 37-15 37-15	Charleur's Record Identification Control Card Contract Record Vehicle Repair Record Replenishment of Stock Record Vehicle Record Position Control Card - White Position Control Card - Salmon Follow-Up Slip Personnel Processing Control Card	NOV 1947 JUL 1947 SEP 1947 NOV 1947 JUN 1949 OCT 1948 OCT 1948 NOV 1948 MAY 1949

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORT H	O. TITLE	CURRENT EDITION DATE
Control	and Follow-Ups (cont)	
37-69 38-27 38-40	Approved Positions Open - Safe Label	SEP 1949 DEC 1947
51-48 51-55	Physical Security Control Card Status Control Card Letter Card	JUN 1948 APR 1949
51-56 51-74	Document Card Document Control Card	JAN 1948 JAN 1948 FEB 1949
51-79 57-20 58-10	Stock and Allocation Record Index Section Control Slip Project Record Card	JUL 1949 MAR 1949
58-11 59-1	Periodical Record Card OPC Project Control	OCT 1949 SEP 1949 NOV 1948
60-41 60-57 60-60	CIA Library Control Slip Batch Control Sheet Information Control Sheet	JUL 1949 JUL 1949 DEC 1948
60 - 62 60 - 65 60 - 68	Document Index Control Sheet Graphic Materials Record	FEB 1949 JUL 1949
70-17 70-24	Publication Supply Record Progress Card Drafting Room Record	SEP 1949 DEC 1947 FEB 1948
70-26 70-31 70-32	Office Map Record Base Map Progress Chart Overlay Frogress Chart	FEB 1948 APR 1948
70-37 70-37	Loan Record Card - White Loan Record Card - Buff	APR 1948 JUN 1948 JUN 1948
70-41 70-47 70-47A	Map Request Routing Sheet Follow-Up Requirements - SO Follow-Up Requirements - OO/C	NOV 1948 OCT 1949
	estruction, Salvage and Loss	OCT 1949
35-18	No Title - Certification of Destruction of Document	NOV 1047
35÷59 36-42	Destruction Report Card Voluntary Payment for Public Property	NOV 1947 AUG 1949 MÁY 1947
36-82 Distributi	Certificate of Droppage - Expendable Supplies on, Delivery and Disposition	DEC 1948
35-21 36-10	Distribution Record File Card	IMR 1947
20-10	Combination Stock Record, Receiving and Property Issue Form	APR 1948

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
	7	
Distributio	n, Delivery and Disposition (cont)	
36-21 36-29	Authorization for Pick-Up and Delivery Notice of Delivery	JUL 1948 JAN 1947
36-102	Letter No. 1 - Inquiry as to overdue	AUG 1949
36-102A	Letter No. 2 - Inquiry as to overdue delivery.	AUG 1949
36-108	Letter No. 3 - Inquiry as to mailing date of periodicals not received.	AUG 1949 FEB 1948
70-28	Primary Distribution Record	MAY 1948
70 - 33 70-45	Map Delivery Record Map Printing and Distribution Record	AUG 1949
Examination	ns and Tests	
37-42 37-43 37-45	Test Record Card Test Data Report Form Clerical Aptitude	SEP 1949 DEC 1947 APR 1948 MAY 1948
37 - 46 37 - 51	Shorthand Test Sheet Checklist and Score Sheet for Road Test	AUG 1948
37-70	in Traffic Report of Qualifications	SEP 1949
File Slips	<u> </u>	1 -0
29-19 35-1 35-31 35-31 35-31 35-31 38-62 60-16 70-4 70-5	Library File Slip - Green File and Routing Slip Abstract File Slip - White Abstract File Slip - Yellow Abstract File Slip - White and Blue Abstract File Slip - White, Blue and Green Abstract File Slip - Yellow and Pink Abstract File Slip - Reference Index - I&S Cross Reference Slip File Slip - Unclassified File Slip - Classified	JAN 1948 JAN 1949 APR 1947 APR 1947 APR 1947 AFR 1949 APR 1949 APR 1949 DEC 1947 AUG 1948 AUG 1948
Indebtedr	ess	-1-
34-21 34-21 34-22 34-25	Bill for Collection Bill for Collection - Tissue Statement of Details Claim for Refund	OCT 1949 MAR 1947 AFR 1947 JUN 1947

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

	FORM NO	TITLE	CURRENT EDITION DATE
	Informatio	on Requests, Reports and Records	•
25X1A	37-4 37-4 51-4A 51-4B 51-4C 51-4B 51-4C 51-4B 51-4C 51-4B 51-7B 51-7B 51-7B 51-7B 51-7B 51-7B 51-7B 51-7B 51-7B 51-7B 51-7B 51-7B 51-8B 51-9	Service Record Information Personnel Information Information Report Information Directive Evaluation Record Grading Shoet Field Information Report Sheet Operational and Source Data Sheet Information Report Information Report Information Report OSO Preliminary Response to OCD Information Report Assessment Sheet Assignment of Collection Action Organization Activity Record Process Sheets for Reports Reports Record Card Process Sheet for OO/C Cases Case Status Report ICF Sheet - 5"x8" Project Record Card Project Record Card Project Record Card	OCT 1948 JUL 1949 JAN 1947 SEP 1948 DEC 1948 DEC 1948 DEC 1948 OCT 1949 JUN 1949 AUG 1947 JAN 1947 FEB 1948 MAY 1949 MAY 1949 MAY 1949 JUN 1949 MAY 1949 JUN 1949 MAY 1949 JUN 1948 MAY 1948 JUL 1948
	58-7 58-8 60-1 60-3 60-6 60-34 60-58 60-58A	Project Record B Editorial Press Work Sheet Request for Intelligence Information Information Dispatch Slip C.D. Kardex Record ICF Card - Duplimat Biographical Information Sheet	APR 1949 APR 1949 APR 1948 FEB 1947 WAY 1948 JUL 1949 DEC 1948
25X1A	60-58B 60-60 60-64	Biographical Information Sheet - Continuation Form Biographical Information Card - Information Control Sheet Biographic Report	JAN 1949 JUN 1949 DEC 1948 MAY 1949

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FCRM NO.	TITLE	CURRENT EDITION DATE
Informatio	n Requests, Reports and Records (cont)	
60-101 70-10	No Title - CD Letter Pack Intelligence Information Report Grading	J/N 1949
70-314 70-35 70-44	Sheet Personnel Reporting Form Organization Reporting Form ORE Report 15-49 Supplement - Duplimat	MAY 1949 MAY 1948 MAY 1948 JUN 1949
Instruction	ns	
29-5 60-71 70 - 23	ICF Reproduction Instructions Consolidation Instructions Revision and Rerun Record	DEC 1947 OCT 1949 FEB 1948
Inventories	<u>.</u>	
35-57 36-16 36-19 36-83	Semi-Annual Inventory Report Report of Inventory Adjustment Property Inventory Record Stock Card	JUN 1949 OCT 1946 JUN 1949 JAN 1949
Letterheads		
51-28 51-28 <u>/</u> 51-29	No Title - Official Dispatch (White) No Title - Official Dispatch (Blue) No Title - Official Dispatch (Yellow)	MAR 1949 MAR 1949 JUN 1949
Logs and Re	gisters	• • • • • • • • • • • • • • • • • • • •
35-19 35-32 35-33 35-34 35-44 35-44 35-44 35-52 35-52 36-32	Log Outgoing Cable Control Sheet Incoming Cable Control Sheet Incoming Log - Secret Outgoing Log - Secret Signal Center Number Log - Out Signal Center Number Log - In Teletype Wire Sheet - Inward Teletype Wire Sheet - Outward Log - Confidential Consolidated Teletype Wire Sheet Incoming Cable Log Daily Log for GPO Work	FEB 1947 MAY 1947 MAY 1948 OCT 1947 AUG 1947 AUG 1947 AUG 1947 JUN 1948 JUN 1948 JUL 1948
36 - 72	Domestic Shipping Register	JUN 1948

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

	FORM NO.	TITLE	CURRENT EDITION DATE
	Logs and Re	gisters (cont)	
	36-78 37-64	Record of Jobs Processed in Composing Room Reference Log Sheet, Confidential Jacket, Personnel Folder	JUL 1948 · JUN 1949
	38-11	Visitor's Register Log	JAN 1947
	38-14	Top Secret Log	AFR 1948
	51-31	Information Cable Log	MAY 1947
	51-38	FPDA Reports Log No. 2	JUL 1948
	51-42	Log	AUG 1947
	51-52	Source Log	FEB 1948
	51-64	Station Traffic Sheet	APR 1948
25X1A	56-20	Cable Log -	MAR 1947
	57-21	Field Office Log Sheet	MAY 1949
	60-7	Document Log Sheet	APR 1947
	70-2	Incoming Log	APR 1949
	70 - 3	Outgoing Log	FEB 1947
	70-8 70 - 9	Cable Log - Secret and below. Cable Log - Top Secret	MAY 1949 FEB 1947
	70 - 9	Map Request Record	FEB 1948
	70-40	Job and Time Log	JUN 1948
	Mail, Couri	er and Messenger	
	34-7	No Title - Check Mailing Slip	APR 1947
	34-13	Fostage Stamp Disposition Record and Sum- mary Report	OCT 1949
	35-10	Envelope and Message Receipt	MAR 1947
	35-11	Postage Slip	DEC 1948
	35 - 16	Courier's Classified Mail Receipt	JUL 1949
	35 - 27	Special Mail Preference Slip	APR 1947
	Medical	•	
	37 - 7	Treatment Record Card	NOV 1946
	37 - 26	Daily Report of Emergency Treatments and	1101 1740
	•	Physical Examinations	SEP 1949.
	37 -27	Monthly Report of Emergency Treatments and Physical Examinations	JAN 1947
	37-32	Report of Physical Qualifications for Duty	DEC 1948
	37 - 47	Record of Individual Hypodermic Injections	JUL 1948
	37 - 48	Case Record	JUL 1948
	37-52	Physio-Therapy Record	OCT 1948
	37-56	Health Record	NOV 1948.
	37-56A	Health Record - Continuation Form	NOV 1948
	37-66	Motion Sickness	JUL 1949

FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM N	O. TITLE		CURRENT EDITION DATE
Obligation	ons		
32-19	Memorandum Record of Obligations	•••	•
34-9 34-12	MI SOCIIII GOUS (In Lieutien De		JUL 1949
74-12	Report of Obligations and Expenditures Object Classes	bу	JUN 1949
34-12A	Report of Obligations and E-		NOV 1948.
34 -1 4	Report of Estimated Obligation	~3	AUG 1948_
34-15 34-34	TO THE OF OUTTAINTIONS and I'm TO		AUG 1949
	Record of Unliquidated Obligations		JUN 1949 MAR 1949
Orders			
33-27	Travel Order		4.5
33 - 28	Domestic Travel Order		JUL 1949
34-4 34-4	Travel Order		MAR 1949 MAR 1949
36-1	Travel Order - Tissue Purchase Order		MAR 1949.
36 - 36	Order Ticket	: .	MAR 1949
36-58 36-65	Job Order	•	JAN 1947
36-77	Telephone Service Order Work Ticket	٠.	DEC 1947 APR 1948
36-79	Supply and Work Order		JUL 1948
36-84	Work Order - Graphics		OCT 1948
Passes, Pas	s and Admission Records		FEB 1949
38-4			. "
38 - 5	Admission Card		MAY 1947
38-11	Forgotten Badge Record Visitor's Register Log		JAN 1947
38-19	Visitor Admittance Form		JAN 1947
38-20	Identification Badge Record		JAN 1948
38-26	Dillived Fass Receipt		SEP 1947
38-31	Tabulation of Visitor Traffic		DEC 1947
38-41.	Inotograph Identification	•	NOV 1948
38-43	Admittance Sheet for Telephone demand		JUL 1948
38-46	Employees Limited Pass Record		SEP 1948
38-63	Visitor Exit Pass - Blue	٠.	JAN 1949
	VISICOP EXIT Pass - Pure		AUG 19/19
38-63	Visitor Exit Pass - Fink	. :	AUG 1949
	1 11K	`:•	AUG 1949

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO.	TITLE	CURRENT EDITION DATE
Pay Roll and	d Time Records	
32-3 33-22 33-24 33-24 33-29 33-103 34-6 34-24	Request for Approval of Overtime Application for Payment of Allowances Pay R 11 Journal Employee Earnings Record Pay Roll Change Notice Authority to Make Salary Deductions Pay Roll List No Title - Request to outside agency for information concerning last payment to	OCT 1949 OCT 1948 NOV 1948 NOV 1948 MAR 1949 OCT 1948 NOV 1948
34-26 34-30 34-31 34-32 34-33 36-57	employee transferring to CIA. Earnings Record Card - Record of Native Pay Final Payment Clearance Sheet Pay Roll Index Card Application for Allowances Schedule of Allowances Daily Time Sheet	OCT 1947 AUG 1947 FEB 1949 DEC 1948 DEC 1948 DEC 1948 DEC 1947
Production		
37-68 56-35 60-62 70-21 70-25	Weekly Work Report Daily Production Document Index Control Sheet Map Reproduction Time Record Drafting Assignment	AUG 191.7 APR 194.7 FEB 194.9 FEB 194.8 FEB 194.8
Purchase		
36-1 36-28 36-36 36-101	Purchase Order Tabulation of Bids Order Ticket Invitation to Bid	MAR 1949 MAY 1948 JAN 1947 JUN 1948
Receipts an	d Receiving	
20-1 33-14 35-3 35-10 35-16 35-20 35-47 36-66	Receipt Receipt Consolidated Receipt Envelope and Message Receipt Courier's Classified Mail Receipt Consolidated Intelligence Receipt Communications Pouch Receipt Memorandum Receipt	FEB 1948 FEB 1947 FEB 1949 WAR 1947 JUL 1949 OCT 1947 NOV 1947 MAR 1949

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO	TITLE	CUREENT EDITION DATE
Receipts	and Receiving (cont)	
36-67 38-16 38-16 38-26 51-54 60-65 70-29	Receiving Report Document Receipt Document Receipt - Transmittal Limited Pass Receipt Transfer Report Graphic Materials Record Library Record Slip Transmittal Record	APR 1948 APR 1948 DEC 1948 DEC 1947 DEC 1947 JUL 1949 FEB 1948 FEB 1948
Recruitmen	<u>t</u>	
37-8 37-61	Recruitment Request Personnel Recruitment Status	JUN 1949
Reference	Index	. :
29-10 29-11 29-20 30-10 34-31 35-30 35-30B 35-30D 36-81 60-69 70-16 70-18	Report Record Miscellaneous Document Record Screen Record - National Archive Issuance Cross Reference Card Pay Roll Index Card Abstract Tabulation Card Abstract Tabulation Card Abstract Tabulation Card Abstract Tabulation Card Stock Locator Record Abbreviation Card Cross Reference Sheet Library Record Slip	DEC 1947 DEC 1947 DEC 1948 MAR 1948 DEC 1948 APR 1947 SEP 1947 SEP 1947 APR 1947 APR 1947 DEC 1948 OCT 1948 SEP 1947 FEB 1948
Reports and	Statements	
29-16 32-2 32-18 34-3 34-29 35-39 36-40 37-33	Scientific Report Monthly Forms Report Comparative Financial Statement Administrative Audit Difference S Reconciliation Statement Daily Report Moving Information Report No Title - Commander's and Medica Report	JAN 1948 JUN 1948 FEB 1947

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO). TITLE	CURRENT : EDITION DATE
Reports a	and Statements (cont)	
37-41 37-41A 37-67 37-70 38-22 38-42 51-53 51-81 56-32	Personnel Status Report Unvouchered Personnel Status Report Daily Security Report Report of Qualifications Security Violation Report Daily Report Status and Efficiency Report Covert IAC Personnel Status Report Report on Daily Typist Operations	JAN 1949 JUL 1949 JUL 1949 SEP 1949 AUG 1949 JUL 1949 DEC 1947 QCT 1949 MAR 1947
Requireme	nts	
32-15 32-16 32-17 57-18 59-3 70-47 70-47A	Summary of Budget Estimates Fiscal Year Personal Services Estimates Non-Personal Services Estimates Request for Requirements OFC Budgetary Data Follow-Up Requirements - SO Follow-Up Requirements - OO/C	JUN 1949 JUN 1949 JUN 1949 JAN 1949 JUN 1949 OCT 1949 OCT 1949
Requisitio	ns and Requests	
30-11 35-15 36-2 36-6 36-7	Request for Approval of Forms Request for Advance Reproduction Requisition Report on Status of Requisition Requisition for Supplies, Equipment, or	JUN 1949 JUN 1949 MAR 1949 AUG 1949
36-7A	Requisition for Supplies Fauinment on	SEP 1949
36-58 36-65 36-79 37-59 37-62 38-2 58-9 60-21 60-70 70-19A	Service - Manifold Job Order Telephone Service Order Supply and Work Order Request for Personnel Folder or Record Card Request for Designation Request for Credential Document Request Card Request for Inter-Library Loan Request for Library Loan Service Drafting Specifications - Top Secret (Cover Sheet) Drafting Order	SEP 1949 DEC 1947 APR 1948 OCT 1948 FEB 1949 JUL 1949 APR 1949 MAR 1949 OCT 1949 FEB 1948 FEB 1948
70 - 20	Type Order	FEB 1948

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FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM NO	TITLE	CURRENT EDITION DATE
Rosters ar	nd Strength Reports	
32-20 37-71 38-17 57-23 Routing, S	Supporting Schedule for S.F.80 and S.F. 113 Overt IAC Personnel Status Report Fersonnel Status Report Roster of Interpreters Signature and Memo Sheets and Slips	AUG 1949 OCT 1949 APR 1947 MAY 1949
		* . • • •
15-1 30-4 35-1 35-2	Routing Slip Official Routing Slip File and Routing Slip File Slip - Standard Register (Used for	DEC 1948 SEF 1947 JAN 1949
35-40	routing.) Registry Routing Slip	AUG 1947 JUL 1940
35 ~ 55.	Non-CIA Message Routing and Recard Sheet -	In Error
35 - 56	Loan Copy Non-CIA Message Kouting and Record Sheet - Retain Copy	JUN 1949
36-8 36 - 9	Transmittal Slip Office Message	JUN 1949 SEP 1946 SEP 1946
36-70 37-9 37-55	Moving Tag Referral Sheet Referral Slip	JUN 1948 AUG 1949
37 - 65 38 - 13	Personnel Action Route Slip Signature Record and Cover Sheet	NOV 1948 JUN 1949 APR 1948
38-13A 38-21 38-34	Signature Record and Comment Sheet Security Branch SO Routing Sheet	JUN 1949 OCT 1947
51-9	Investigative Division Routing Slip Routing and Record Sheet - Blue (Free - Restricted - Confide tial)	JUL 1949
51 -10 51 - 17 51 - 18	Routing and Record Sheet - Pink (Secret) Information - Cable Routing and Record Sheet	APR 1949 APR 1949 JAN 1947
51-19 51-23	Confirmation - Cable Routing and Record Sheet Action - Cable Routing and Record Sheet Cable Routing and Record Sheet - Plain	JAN 1947 JAN 1947
55-5	Internal Routing and Record Slip - 00	JAN 1947 OCT 1949
Schedules		·
36-60 36-61 36-77	Repair Schedule Service Schedule Work Ticket	DEC 1947 DEC 1947 JUE 1948

-14-RESTRICTED

FUNCTIONAL LISTING OF APPROVED CIA FORMS

· FORM N	TITLE		CURRENT EDITION DATE
Schedule	s (cont)		<u> </u>
36 – 86 37–28 70–42 70–4 3 70–43	Weekly Working Schedule Immunization Schedule Project Guide Sheet Cover Sheet - White Cover Sheet - Blue		MAY 1949 JAN 1947 JUN 1949 JUN 1949 JUN 1949
Status			,
30-12 37-35 37-41 37-41A 37-61 37-71 38-17 51-36 51-81	Request for Status of Forms Verification of Status Personnel Status Report Unvouchered Personnel Status Report Personnel Recruitment Status Overt IAC Personnel Status Report Personal Status Report Status Card Covert IAC Personnel Status Report		JAN 1949 MAY 1947 JAN 1949 JUL 1949 MAY 1949 OCT 1949 APR 1947 JUN 1947
Surveys, S	tudies, Investigations and Inspections		202 2040
32-14 36-18 36-18 37-36 38-18 38-248 38-248 38-402 38-102 38-104 38-104 58-104 58-104	Budget Analyst Record Survey Report Survey Report - SO Analysis of Efficiency Ratings Analysis She t No Title - Name Check Name Check - Priority Name Check - Non-Priority Request for Applicant Name Check Report of Night Inspection Request for Investigation No Title - Memorandum for transmitting results of covert name check. (White No Title - Memorandum for transmitting results of covert name check. (Blue Machine Utilization) Tissue)	JAN 1949 MAR 1949 JAN 1948 MAY 1947 MAY 1947 MAY 1949 MAY 1949 OCT 1949 AUG 1949 MAR 1949 MAR 1949 MAR 1949 MAR 1949
35-4 35 - 5	Classified Message - Ditto Master Incoming Classified Master		DEC 1948
35 - 5	Incoming Classified Message - Restricts (White) Incoming Classified Message - Confident (White)		MAR 1948
	(White)		i.PR 1947

٠ • :

FUNCTIONAL LISTING OF APPROVED CIA FORMS

	FORM NO.	TITLE		CURRENT ITION DATE
	Telecommun	ications (cont)		4
	35 - 5 35 - 5	Incoming Classified Message - Secret (White) Incoming Classified Message - Top Secret	APR	1947
	35 - 5	(White) Incoming Unclassified Message - Plain Text	APR	1947
	35 - 5	(Green) Incoming Classified Message - Restricted	ĄUG	1948
	35 - 5	(Yellow) Incoming Classified Message - Confidential	MAR	1948
	35 - 5	(Yellow) Incoming Classified Message - Secret	ĄUG	1948
	35 . 5	(Yellow) Incoming Classified Message - Top Secret	DEC	1947
	35 - 6	(Yellow) Outgoing Classified Message - Restricted	OCT	1947
	35 - 6	(Pink) Outgoing Classified Message - Confidential	MAR	1948
	35 - 6	(Fink) Outgoing Classified Message - Secret	OCT	1947
	35 - 6	(Pink) Outgoing Classified Message - Top Secret (Pink)	DEC	1947
	35-7 35-7 35-15 35-36 35-37 35-37 35-38 35-39 35-49 35-65	Outgoing Classified Message - White Outgoing Classified Message - Blue No Title - Message Center Dummy Copy Incoming Classified Message - Yellow Incoming Classified Message - White (Tissue) Outgoing Classified Message - Pink Outgoing Classified Message - Pink (Tissue) Outgoing Classified Message - Blue Daily Report No Title - Message Center Dummy Copy (Blue) Signal Center Copy - Incoming Message (Green) Classified Message - Temporary Copy	JUN JUN JUN JUN JUN JUN JUN JUN AR APR	1948 1948 1947 1947 1947 1947 1947 1948 1948 1948
STATINTL STATINTL	51-68 51-69 51-70 56-18 56-19 56-21 56-22 56-26	Telephone Service Order Daily Record of Outgoing Messages Summary Sheet Traffic Summary Teletype Number Sheet Teletype Number Sheet - Four Hour Traffic Check Headings for Cruising Report - White	JUL AUG AUG MAR MAR MAR MAR	1948 1948 1948 1947 1947 1947 1947

-16-RESTRICTED (), 1 () (1111 11) 15 1, 1' reference for between 2001/10/1024 dut 4016-146724 Reference 10016046 () 115

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CONFIDENTIAL

FUNCTIONAL LISTING OF APPROVED CIA FORMS

,	FORM MO	TITLE	CURRENT EDITION DATE
	Telecommu	nications (cont)	
25X1A	56-26A 56-26B 56-26C 56-26E 56-35 56-44 56-49 56-49 56-49 56-55 56-56	Cruising Report - Green Cruising Report - Yellow Cruising Report - Blue Cruising Report - Salmon Cruising Report - Buff Daily Production Moscow Commentaries for Year Line Schedules - White Line Schedules - Salmon Line Schedules - Buff Number Seats for "B" Wire Monitoring Schedule Headings for Cables Headings for Cables	OCT 1949 OCT 1949 OCT 1949 OCT 1949 OCT 1949 APR 1947 JUN 1947 AUG 1947 AUG 1947 OCT 1947 NOV 1947 NOV 1947
	56-59 56-60	Headings for Cables Headings for Cables	NOV 1947
	56-61	Number Sheet for "B" Wire - Able and Baker	NOV 1947
	56-66	Circuits No. 201 to 400	DEC 1947
	56-68	Reception Log	AUG 1948
	56-68	Set-Up Log - White	JUL 1949
	56-68	Set-Up Log - Green	JUL 1949 .
	56-68	Set-Up Log - Blue	JUL 1949
	56-68	Set-Up Log - Salmon Set-Up Log - Buff	JUL 1949
	56 - 69	Equipment Failure Report	JUL 1949
	56-70	Station Log	JUL 1949
	56-71	Monitoring Report	JUL 1949
	56-72	Engineer's Watch Report	JUL 1949 .
•	Training		JUL 1949
	51-1	m	
1	51 - 16	Training Request Form	JAN 1948
•	51-16	Training Evaluation	JAN 1947
:	51-71	Training Evaluation - Tissue	JAN 1947
	51-71 51-72	Trainee Battery Form	NOV 1948
•	51-75	Battery Ratings	DEC 1948
,	01-10	Training Record	FEB 1949
	Transfers		
4	33-3	Personnel Transfer and Clearance Sheet	0.00 2.04 <i>0</i>
÷	36-24	Property Turn-In and Transfer Slip	SEP 1946
ŧ	37-110	Personnel Transfer Letter	JUN 1948
\$	60-52	Records Transfer Request	FEB 1949 SEP 1948

FUNCTIONAL LISTING OF APPROVED CIA FORMS

FORM I	IO. TITLE	CURRENT EDITION DATE
Transmit	tals	
33-101 33-102 34-101	No Title - Memorandum	JUN 1949 JUN 1949
	No Title - Memorandum Requesting Additional Information and/or Corrections in Connect with Travel Voucher	ion
36-38	No Title - Reference to D	DEC:1946
37-109	No Title - Reference to Parking Permit	FEB 1947
51-106	Personnel Action Transmittal Memorandum	JUN 1947
60-46	No Title - Transmittal Memorandum Transmittal Sheet	
70-29	Transmitt I Boot	NOV 1948
70-38	Transmittal Record	FEB 1948
	Transmittal List	
Tronol m	•	MAR 1949
Traver, T	ransportation and Shipping	
33-27		·
	Travel Order	****
33-28	Domestic Travel Order	JUL 1949
34-2	Travel Expense Record	MAR 1949
34-4	Travel Order	AUG 1949
34-4/	Travel Order - Tissue	MAR 1949
34-5	Roquest for Travel Order	MAR 1949
34-16	No Title - CIC Nomerous	JUN 1948
	No Title - CIG Memorandum Copy for Travel Request, S. F. 1030	
34-17	Travel Order Amendment	DEC 1946
34-19	Identification	DEC 1946
34-20	Identification Card Record	JAN 1947
36-4	Transportation Request Receipt	MAR 1949
36-5	Moduest for Overseas Shipmont - a a	·
	for Overseas Shipment	SEP 1946
36-11	Final Instructions for Overseas Tor	SEP 1946
36-27	Effects Effects	SEP 1946
36 - 72	Domestic Shipping Register	DEC 1946
36-85	Shipping Document	JUN 1948
36 - 85	Shipping Document - Back	APR 1949
37-60	Foreign Travel Request	APR 1949
38-49	Transportation and re	FEB 1949
38~50	Transportation of Household and Personal Effects and Automobiles	
	Travel History	JUL 1949
51 - 78	Geographical Cargo Reference Card	JUL 1949
51-103	rioquoso for Shipping Thethustions	JUN 1949
70-48	Shipping Record	DEC 1947
		OCT 1949

-18-RESTRICTED

FU CTIONAL LISTING OF APPROVED CIA FORMS

FORM 1	JO. TITLE	CURRENT EDITION DATE
Vouchers	<u>.</u>	
32-11	Journal Voucher for Allotment of Funds for Personal Services	DEC 1947
33-5	Voucher for Payment of Individual Pay Roll and/or Cost of Living Allowances	
33-10	Special Funds Voucher	MAY 1948
33-12	Travel Voucher	OCT 1947
33-17	Reimbursement Voucher for Purchase and	<i>J</i> UN 1949
34-1	Services Other Than Personal	JUL 1949
	Record of Voucher (For Per Diem Accounts)	SEP 1946
34-11	Analysis of Voucher	MAR 1947
Work She	ets, Charts and Graphs	
32-4	Chart (Fiscal Year)	JAN 1948
32-13		JUN 1949
36-54	Space Survey Work Shoot	· SEP 1947
36-62	Cargo Work Sheet	DEC 1947
37-34	THE CASE DONOTED TOR MOLK DILEGE	FEB 1947
51-45		SEP 1947
51-66	Chart (Fiscal Year 194)	MAY 1948
51-80	Assessment Cases and Problems	SEP 1949
55-7	Miloage Work Sheet	FEB 1948
56 - 28	The Daily Report - Master Contents Sheet	MAR 1947
58-8	Editorial Pross Work Shept	APR 1949
60-18	Contact Register Analysis Report	JUL 1948
60-53	Caption Report	SEP 1948
60-55 75-1	Graphic Materials Analysis Shoot - Film Record of Infectious Diseases in Foreign	APR 1949
(Test)	Countries	JUL 1949

-19-RESTRICTED

STANDARD FORMS STOCKED IN CIA

FORM NO	TITLE		
SFl	Frinting and Binding Requisition		
SF2	Lease		
SF14	Telegram (7"x8")		
SFIL	Telegram (8"x102")		
SF19	Bond of Indemnity		
SF23	Contract - Construction		
SF25	Performance Bond	٠.	,
SF25a	Payment Bond		:
SF26	Driver's Report - Accident		
SF27	Investigation Officer's Report - Accident	1	
SF28	Claim for Damages - Accident		
SF32	Claim for Damages - Accident, Motor Transportation Contract - Supplies		
SF33	Invitation, Bid and Acceptance		
SF36	Continuation Sheet for SF31 or SF33		
SF39	Request for Certification		
SF40	Contract for Telephone Service		
SF50	Changes in Civilian Personnel	5.	
SF51	Report of Efficiency Rating		
SF52	List of Efficiency Ratings	٠	
SF57	Application for Federal Employment		
SF58	Continuation Sheet for SF57		:
SF60	Application for Federal Employment (Short Form)		
SF61	Oath of Office, Affidavit		
sf66	Inquiry Regarding Status, Veteran Preference, and/or		•
sf68	Notice of Official Efficiency Rating	serv:	100
SF71	Application for Leave	٠.	
SF75	Position Description		•
SF75a	Guide to Position Classifiers, Employers, Supervisors	سمھ	4.1.
	Preparation of Position Descriptions	Tor	tne
SF78	Certificate of Medical Examination		
SF103	Application for Service Credit		
SF105	Obligations, Benefits and Privileges of Membership in	+h o	The state of
·	States Civil Service Retirement System	one.	onitec
SF113	Monthly Report of Federal Civilian Employment		
SF113a	Quarterly Report of Federal Civilian Employment		
SF1012	voucher for Per Diem and/or Reimbursement of Expenses	Tnai	4004
	oo orricial itavel		
SF1012a	Voucher for Per Diem and/or Reimbursement of Expenses	Trans	don-h
	oo orrectar reaver - Memorandum	THUL	uent
SF1012b	Schedule of Expenses and Itinerary of Traveler		
SF1012c	voucher for Per Diem and/or Reimbursement of Expenses	Tnai	den+
		THOT	uent
SF1012d	Receipt for Cash - Subvoucher		;

STANDARD FORMS STOCKED IN CIA

FORM NO.	TITLE
g mloth	
SF1014a	General Ledger
SF1015a	Allotment Ledger
SF1015b SF1016	Allotment Ledger - Copy
	Distribution Ledger
SF1017g	Journal Voucher
SF1034 SF1034a	Public Voucher for Purchases and Services Other Than Personal
,	Memorandum
SF1035	Public Voucher for Purchases and Services Other Than Personal - Continuation Sheet
SF1035a	Public Voucher for Purchases and Services Other Than Personal - Continuation Sheut
SF1036	Statement and Certificate of Award
SF1038	Application for Advance of Funds for Travel Expenses
SF1044	Schedule of Collections
sF1046	Schedule of Transfers - Special Deposits
sf1048	Public Voucher for Refunds - Memorandum
SF1049	Public Voucher for Refunds
SF1050	Public Voucher for Refunds - Memorandum
SF1055	Application for Payment of Amounts Due Decorded and Turk
	The second distriction of the second
	The limited of the li
SF1062	dovernment bill of Lading - Extra Sheet
SF1067	Public Voucher for Transportation of Passangers
SF1067a	Tubic Voucher for Transportation of Passongons
SF1067b	Tubile voucher for Transportation of Passanana
SF1067c	Tubile voucher for Transportation of Passangers
SF1069	voucher for Allowandes at Foreign Posts of Data
SF1069a	voucher for Allowances at Foreign Posts of Duty
SF1070	and and the most continue and this bull to the broad the
SF1080	vousiter for transfers between Appropriations and /or Burden
SF1080a	Memorandum (Disbursement)
SF1080b	Voucher for Transfers between Appropriations and/or Funds - Blue (Collection)
SF1080c	Voucher for Transfers between Appropriations and/or Funds - Green (Collection)
SF1095	Summary Statement of Disbursement and Collections by Appropriation Limitations
SF1096	Schedule of Voucher Deductions
	Adjustment Voucher to Essect Garage
	Adjustment Voucher to Effect Correction of Errors
	Adjustment Voucher to Effect Correction of Errors - Memorandum Schedule of Canceled Checks

-2-

STANDARD FORMS STOCKED IN CIA

FORM NO.	TITLE
0777070	U. S. Government Bill of Lading - Original U. S. Government Bill of Lading - Memorandum U. S. Government Bill of Lading - Shipping Order
SF1104 SF1105 SF1106 SF1108	U. S. Government Freight Waybill - Original U. S. Government Freight Waybill - Carrier's Copy Certificate in Lieu of Lost U. S. Government Bill of Lading -
SF1108a	Original Certificate in Lieu of Lost U. S. Government Bill of Lading - Memorandum Public Voucher for Transportation Charges
SF1113 SF1113a SF1116	Public Voucher for Transportation Charges - Memorandum Statement of General Accounts Balances Schedule of Balances Showing Status of Appropriations
SF1117 SF1118	Statement of Apportionments and Allotment Accounts by Appropriations Pay Roll for Personal Services
SF1128 SF1128a SF1129 SF1129a	Pay Roll for Personal Services - Memorandum Voucher for Petty Purchases Haushor for Petty Purchases - Memorandum
SF1129b SF1129c SF1130	Voucher for Petty Purchases - Continuation Sheet (Memorandum)

CIVIL SERVICE FORMS STOCKED IN CIA

FORM WO.	TITLE
CS12 CS1769 CS2803 CS2806-1 CS2806-3 CS2807-1 CS2807-2 CS3000 CS3001 CS3002 CS3005	Proof of Residence Affidavit as to Mombers of Family in Government Service Individual Retirement Record Designation, Change or Revocation of Beneficiary Notice of Correction of Individual Retirement Record Register of Separations and Transfor Register of Adjustments Annual Summary of Retirement Fund Transactions Retirement Death Claim Application for Retirement Annuity Application for Retirement on Account of Disability Application for Refund of Retirement Deductions
	· · · · · · · · · · · · · · · · · · ·

MISCELLANEOUS FOR IS STOCKED IN CIA

Treasury Department Forms

₩-4 1737	Employee's Withholding Exemption Certificate Bond Issuance Schedule - United States Savings Bonds - Series E
1737a	Bond Issuance Schedule - United States War Savings Bonds - Series E
6569	Power of Attorney by Individual for the Collection of Checks Drawn on the Treasurer of the United States

Department of the Army Forms

AGO-WD17 WD43	Requisition for Publications and Blank Forms Individual Earnings Record
7D44	Pay Roll for Personal Services (Civilian Employees)
WD44a	Pay Roll for Personal Services - Continuation Sheet
WD44b	Pay Roll for Personal Services - Memorandum
WD44c	Pay Roll for Personal Services - Memorandum - Continuation Sheet
TID58	Pay Roll Change Slip
WD60	Pay Roll Certification Control
77D61	Individual Earnings Records Summary Control
WD62	War Savings Bonds Control

Federal Works Agency Forms

10-292	Request	for	Work	to	Ъe	Performed
	Property			•		2 01 2 010 Q

Government Printing Office Forms

R2390 Order for Standard Forms or Supplies

CENTRAL INTELLIGENCE AGENCY Washington, D. C.

25X1A

ADMINISTRATIVE INSTRUM NO.

12 January 1950

•

ECT: Forms Control and Standardization

25X1A

- 1. There is furnished herewith Amendment No. 1 to the Appendix of Administrative Instruction dated 14 December 1949.
- 2. This Amendment contains changes, deletions and additions to the functional list of approved CIA forms covering the period 1 November through 31 December 1949.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

Captain, USN Executive

DISTRIBUTION: A.

M.C.

goh

25X1A

***************************************	430110	110.	7.	50	Appendix	Oİ'	Administrative	Instruction
-								

Page No. 1 Accounts and Audits

Insert ahead of 33-16:

28 - 101	No Title - Letter No. 1	N6V 1949
28 - 102	No Title - Letter No. 2	NOV 1949
28 - 103	No Title - Letter No. 3	NOV 1 949

Insert after 33-18:

33 - 26 33 - 32	Capital Transfers Affecting Washington	DEC 1949
33-34	Inter Foreign Office Capital Transfers- Yellow	NOV 1949 DEC 1949
33-34	Inter Foreign Office Capital Transfers- Pink	DEC 1949
33 - 34	Inter Foreign Office Capital Transfers - Green	DEC 1949

Insert after 34-104:

36 - 63	Monetary Value	Record	NOV	1949
--------------------	----------------	--------	-----	------

Action

Change edition dates of 37-1 and 37-3 to NOV 1949.

Allotments and Allocations

Change edition dates of 59-5 to NOV 1949.

Page No. 2

Applicants, Applications, Appointments, Personnel and Personal Data

Insert after 37-58:

37 - 73 37 - 74 (REST)	Daily Log of Personnel Actions Qualifications Review	DEC 1949 DEC 1949
37 - 75	Entrance on Duty Record	DEC 1949
37 - 112	Letter of Availability	DEC 1949

Participance dition date of 38-1A to DEC 1949.

Insert after 51-24:

51 - 82 51 - 83 51 - 84	Trait Analysis Assessment Request Evaluation Sheet	NOV 1949 NOV 1949
•		NOV 1949

Page No. 2 (cont)

Charge-Out and Filing Services

Change edition date of 35-28 to NOV 1949.

Page No. 3

Coding

Change edition date of 60-47 to NCV 1949. Change ddition date of 60-66 to NOV 1949.

Page No. 4

Control and Follow-Ups

Delete 30-5.

Insert after 32-12 - Blue:

32-12 Position Control - Vellow

JUL 1949

Change edition date of 36-15 to NOV 1949.

Insert after 36-89:

Monthly Abstract of Issues of Gasoline, NOV 1949 36-90 Oil and Operating Supplies

Change edition date of 37-15 - White to DEC 1949.

Page No. 5

Control and Follow-Ups (cont)

59-1 No Title - OFC Project Control

DEC 1949

Change edition date of 60-65 to NOV 1949.

Insert after 60-68:

70-11 Portable Map Catalog Card

NOV 1949

Change edition date of 70-41 to NOV 1949.

Change edition date of 70-47 to DEC 1949.

Page No. 6

Examinations and Tests

Change edition date of 37-46 to NOV 1949.

Page No. 6 (cont)

File Slips

Change edition date of 38-62 to DEC 1949.

Page No. 7

Information Requests, Reports and Records

Change edition date of 51-4A to NOV 1949.

Change edition date of 51-4A-1 to NOV 1949.

Change edition date of 58-7 to NOV 1949.

Page Ho. 8

Instructions

Insert after 29-5:

30-15

Project Assignment Sheet

DEC 1949

Inventories

Insert after 36-83:

36-91

Inventory Count Slip

NOV 1949

Logsand Registers

Change edition dates of 35-19 and 35-42 to NOV 1949.

Page No. 9

Logs and Registers

Change edition date of 51-52 to DEC 1949.

Mail. Courier and Messenger

Change 35-10 to read as follows:

35-10

Envelope Receipt

NOV 1949

Medical

Change 37-27 to read as follows:

37-27

Monthly Report of Treatments

NOV 1949

ILLEGIB

Page No. 9 (cont)

Medical (omit)

Insert after 37-56A:

37-57 Physical Qualification Record

NOV 1949

Insert after 37-66:

37-72

Request for Medical Examination and/or

NOV 1949

Immunization

Page No. 10

Orders

Change edition date of 33-28 to DEC 1949.

Page No. 11

Pay Roll and Time Records

Change 36-57 to read as follows:

36-57

Driver's Daily Time Sheet

NOV 1949

Production

Insert ahead of 37-68:

30-14

Management Improvement Project Report

NOV 1949

(TEST)

Receipts and Receiving

Change edition date of 35-3 to DEC 1949.

Change 35-10 to read as follows:

35-10

Envelope Receipt

NOV 1949

Page No. 12

Receipts and Receiving

Insert after 36-67:

36-93

Delivery Ticket and Receipt

NOV 1949

Change edition date of 60-65 to NOV 1949.

Reference Index

Delete 29-20.

-l-

Page No. 13

Requirements

Change edition date of 70-47 to DEC 1949. .

Insert after 70-47A:

70-49

Intelligence Information Requirements

NOV 1949

Page No. 14

Routing, Signature and Memo Sheets and Slips

Delete 15-1

Change edition date of 37-9 to DEC 1949.

Insert after 51-23:

51-85

Research Materials Routing Slip

DEC 1949

Change 55-5 to read as follows:

55-5

Internal Routing Slip - 00

DEC 1949

Page No. 15

Status

Change edition date of 37-35 to DEC 1949.

Surveys, Studies, Investigations and Inspections

Insert after 32-14:

35-67

Shop Inspection Report

DEC 1949

Change edition date of 36-18 Non-SO, to NOV 1949.

Change edition date of 38-24B to DEC 1949.

Change edition date of 38-48 to NOV 1949.

Change edition date of 38-48A to NOV 1949.

Page No. 16

Telecommunications

Change edition date of 35-36, White (Tissue), to NOV 1949.

Insert after

Page No 16 (cont)

Telecommunications (cont)

Insert efter 35-50:

35-60	Message Form - White	NOV 1949
35-60	Message Form - Blue	NOV 1949
35-60	Message Form - Yellow	NOV 1949
35-61	Incoming Cable - Fink	NOV 1949
35-62	Outgoing Cable - White	NOV 1949
35 - 63	Incoming Message - Green	NOV 1949
35-64	Outgoing Message - Blue	NOV 1949
35-65	Incoming Message - White	NOV 1949
35-66	Outgoing Message - Yellow	NOV 1949

Insert after 36-65:

36-109 No Title - Request for Telephone State- DEC 1949 ment Certification

Page No. 17

Telepommunications

Change 56-55 by deleting "Seats" and substituting "Sheets".

Training

Change edition date of 51-1 to DEC 1949.

Change edition date of 51-16 to NOV 1949.

Change edition date of 51-16 - Tissue to NOV 1949.

Transfers

Insert after 33-3:

33-26 Capital Transfers Effecting Washington DEC 1949

Page No. 18

Transmittals

Insert ahead of 33-101:

33-33 No Title - Pay Roll Check Mailing Slip NOV 1949

Travel. Transfortation and Shipping

Change edition date of 33-28 to DEC 1949.

Page No. 19

Vouchers

Change 33-10 to read as follows:

33710 Confidential Funds Posting Voucher NOV 1949

Insert after 33-17:

33-31 Transportation Voucher - Confidential NOV 1949 Funds

Work Sheets. Charts and Graphs

Insert after 36-62:

36-92 Transportation Work Sheet NOV 1949

Insert after 60-55:

60-73 Graphics Register Analysis Sheet -NOV 1949

Personalities

STATINTL

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

June 1 1948

STATINTL

ADMINISTRATIVE INSTRUCTION NO.

SUBJECT: CIA Forms.

STATINTL

Rescinds Administrative Instruction

lated 3 October 1947

- 1. Requests for new and revised forms should be submitted to the Executive for Administration and Management on Form No. 30-11, "Request for Approval of Forms" (see attachment), together with draft of proposed form and "Reproduction Requisition," Form No. 36-2. "Requests for Supplies, Equipment or Services," Form No. 36-7, will be used in lieu of Form No. 36-2 when procurement is to be made from outside sources.
- 2. Assistant Directors and Staff Chiefs are responsible for insuring appropriate coordination prior to submission of proposed forms for final action. This coordination should provide for maximum utilization and standardization for intra-office or intra-agency use, including elimination of unnecessary or essentially duplicate/forms.
- 3. The Management Branch, A&M, will provide procedural and format assistance in development and utilization of proposed forms.
- 4. Requests for forms stocked by Services Branch, A&M, will be submitted directly to the Supply Division, Services Branch, on Form No. 36-7.
- 5. All offices which maintain an exclusive inventory of forms will submit Form No. 36-2 or No. 36-7, as appropriate, to the Management Branch, A&M, when reordering such forms.
- 6. Two finished copies of all new or revised forms will be forwarded to the Management Branch by:

- a. Reproduction Division, Services Branch when forms are reproduced within CIA.
- b. Supply Division, Services Branch when forms are obtained from outside sources for central stocking within CIA.
- c. Using Offices when Forms are ordered from outside sources and stocked only within the using office.

FOR THE BCI:

LTS

CENTRAL INTELLIGENCE AGENCY Washington, D. C.

Callacked spiel

ADMINISTRATIVE INSTRUCTION NO.

SUBJECT: Forms Control and Standardization

25X1A

25X1A

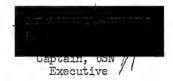
1. There is furnished herewith Amendment No. 1 to the Appendix of Administrative Instruction No. 2000 dated 14 December 1949.

25X1A

2. This Amendment contains changes, deletions and additions to the functional list of approved CIA forms covering the period 1 November through 31 December 1949.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A



DISTRIBUTION: A.

Amendment No. 1 to Appendix of Administrative Instruction 25X1A early because the Page No. 1 ngo No. 1 Accounting, Accounts and Audits Insert ahead of 33-16: 28-101 No Title - Letter No. 1 NOV 1949 No Title - Letter No. 2 No Title - Letter No. 3 NOV 1949 28-102 28-103 NOV 1949 100 Insort after 33-18: Capital Transfers Affecting Washington DEC 1949 33-26 33-32 Cash Journal NOV 1949 Inter Foreign Office Capital Transfers- DEC 1949 33-34 Yellow 33-34 Inter Foreign Office Capital Transfers DEC 1949 Inter Foreign Office Capital Transfers- DEC 1949 33-34 Green Insert after 34-104: nsort after 34-104: NOV 1949 36-63 Monetary Value Record $\Lambda { t ction}$ Change edition dates of 37-1 and 37-3 to NOV 1949. Allotments and Allocations Change edition dates of 59-5 to NOV 1949. in the property of the first of Page No. 2 Applicants, Applications, Appointments, Personnel and Personal Data Insert after 37-58: Daily Log of Personnel Actions DEC 1949 37-73 37-74 Qualifications Review DEC 1949 (TEST) Entrance on Duty Record DEC 1949 37-75 Letter of Availability DEC 1949 37-112 Change edition date of 38-1A to DEC 1949. Insert after 51-24: NOV 1949 51-82 Trait Analysic NOV 1949 - 51-83 Assossment Request NOV 1949 -51-84--- Evaluation Sheet

> -l-RESTRICTED

Approved For Release 2001/08/02: CIA-RDP81-00728R000100020045-3

Page No. 2 (cont)

Charge-Out and Filing Dovices

Change edition date of 35-28 to NOV-1949.

Page No. 3

Coding

Change edition date of 60-47 to NOV 1949. Change edition date of 60-66 to NOV 1949.

Page No. 4

Control and Follow-Ups

Delote 30-5.

Insert after 32-12 - Blue:

32-12 Position Control - Yellow

JUL 1949

Change edition date of 36-15 to NOV 1949.

Insert after 36-89:

36-90 Monthly Abstract of Issues of Gasoline, NOV 1949 Oil and Operating Supplies

Change edition date of 37-15 - White to DEC 1949.

Page No. 5

Control and Follow-Ups (cont)

59-1 No Title - OPC Project Control

DEC 1949

Change edition date of 60-65 to NOV 1949.

Insert after 60-68:

70-11 Portable Map Catalog Card

NOV 1949

Change edition date of 70-41 to NOV 1949.

Change edition date of 70-47 to DEC 1949.

Page No. 6

Examinations and Tests

Change edition date of 37-46 to NOV 1949.

Page No. 6 (cont)

File Slips

Change edition date of 38-62 to DEC 1949.

Page No. 7

Information Requests, Reports and Records

Change edition date of 51-4A to NOV 1949.

Change edition date of 51-4A-1 to NOV 1949.

Change edition date of 58-7 to NOV 1949.

Page No. 8

Instructions

Insort after 29-5:

-15 Project Assignment Sheet DEC 1949

Inventories

Insert ofter 36-83:

36-91 Inventory Count Slip NOV 1949

Logs and Registers

Change edition dates of 35-19 and 35-42 to NOV 1949.

Page No. 9

Logs and Registers

Change edition date of 51-52 to DEC 1949.

Mail, Courier and Messenger

Change 35-10 to read as follows:

35-10 Envelope Receipt NOV 1949

Modical

Change 37-27 to read as follows:

37-27 Monthly Report of Treatments NOV 1949

···

Page No. 9 (cont)

Modical (cont)

Insort after 37-56A:

37-57

Physical Qualification Record

NOV 1949

Insert after 37-66:

37-72

Request for Medical Examination and/or Immunization

NOV 1949

Page No. 10

Ordora

Change edition date of 33-28 to DEC 1949.

Page No. 11

Pay Roll and Time Records

Change 36-57 to read as follows:

36-57

Driver's Daily Time Shoet

NOV 1949

Production

Insert ahead of 37-68:

30-14 (TEST) Management Improvement Project Report

NOV 1949

Receipts and Receiving

Change edition date of 35-3 to DEC 1949.

Change 35-10 to read as follows:

35-10

Envelope Receipt

NOV 1949

Page No. 12

Receipts and Receiving

Insert after 36-67:

36**--**93

Delivery Ticket and Receipt

NOV 1949

Change edition date of 60-65 to NOV 1949.

Reference Index

Delete 29-20.

Pago No. 13

Requirements

Chango edition date of 70-47 to DEC 1949.

Insort after 70-47A:

70-49

Intelligence Information Requirements

PV6L AOM

Page No. 14

Routing, Signature and Memo Sheets and Slips

Delete 15-1

Change edition date of 37-9 to DEC 1949.

Insert after 51-23:

51-85

Research Materials Routing Slip

DEC 1949

Change 55-5 to read as follows:

55**-**5

Internal Routing Slip - 00

DEC 1949

Page No. 15

Status

Change edition date of 37-35 to DEC 1949.

Surveys, Studies, Investigations and Inspections

Insert after 32-14:

.35-67

Shop Inspection Report

DEC 1949

Chango edition date of 36-18 Non-SO to NOV 1949.

Change edition date of 38-24B to DEC 1949.

Change edition date of 38-48 to NOV 1949.

Change edition date of 38-48A to NOV 1949.

Page No. 16

<u>Telecommunications</u>

Change edition date of 35-36 White (Tissue) to NOV 1949.

-5-RESTRICTED

Page No. 16 (cont)

Telecommunications (cont)

Treort after 35-50:

Insert after 36-65:

36-109 No Title - Roquest for Tolophone State- DEC 1949 mont Cortification

Page No. 17

Telepommunications (cont)

Change 56-55 by deleting "Seats" and substituting "Sheets".

Training

Change edition date of 51-1 to DEC 1949.

Change edition date of 51-16 to NOV 1949.

Change edition date of 51-16 - Tissue to NOV 1949.

Transfers

Insert after 33-3:

33-26 Capital Transfers Effecting Washington DEC 1949

Pago No. 18

Transmittals

Insert ahead of 33-101:

33-33 No Title - Pay Roll Check Mailing Slip NOV 1949

Travel, Transportation and Shipping

Change edition date of 33-28 to DEC 1949.

Page No. 19

۷o	uc	ho	rs

Change 33-10 to read as follows:

33+10 Confidential Funds Posting Voucher NOV 1949

Insert after 33-17:

33-31 Transportation Vouchor - Confidential NOV 1949 Funds

Work Sheets, Charts and Graphs

Insert after 36-62:

36-92 Transportation Work Sheet NOV 1949

Insert after 60-55:

60-73 Graphics Register Analysis Sheet - NOV 1949

Personalities

-7-RESTRICTED

25X1A

JAN 17 1950.

eduit -

CENTRAL INTELLIGENCE AGENCY Washington, D. C.

RESTRICTED

25X1A

ADMINISTRATIVE INSTRUCTION NO.

12 January 1950

25X1A

SUBJECT: Forms Control and Standardization

- 1. There is furnished herewith Amendment No. 1 to the Appendix of Administrative Instruction dated 14 December 1949.
- 2. This Amendment contains changes, deletions and additions to the functional list of approved CIA forms covering the period 1 November through 31 December 1949.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

Captain, USN //

DISTRIBUTION: A.

Amendment No. 1 to Appendix of Administrative Instruction

25X1A

TOUGH TO T	Page	No.	1
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Accounting, Accounts and Audits

Insert ahead of 33-16:

28-101	No Title - Letter	No. 1	NOV 1949
28-102	No Titlo - Letter	No. 2	NOV 1949
28-1.03	No Title - Letter	No. 3	NOV 1 949

Insert after 33-18:

33-26	Capital Transfers Affecting Washington	DEC 194	9
33-32	Cash Journal	NOV 194	9
33-34	Inter Foreign Office Capital Transfers-Yellow	DEC 194	9
33-34	Inter Foreign Office Capital Transfers- Pink	DEC 194	9
33-34	Inter Foreign Office Capital Transfers- Green	DEC 194	9

Insert after 34-104:

36-63 Monetary Value Record NOV 1949

Action

Change edition dates of 37-1 and 37-3 to NOV 1949.

Allotments and Allocations

Change edition dates of 59-5 to NOV 1949.

Page No. 2

Applicants, Applications, Appointments, Personnel and Personal Data

Insert after 37-58:

37 - 73 37 - 74 (TEST)	Daily Log of Personnel Actions Qualifications Review	1949 1949
· 37–75	Entrance on Duty Record	 1949
37–112	Letter of Availability	1949

Change edition date of 3S-LA to DEC 1949.

Insert after 51-24:

51-82	,	Trait Analysic		 NOV 1949
- 51-83-		Assessment Request	, ,	NOV 1949
51-84		Eva Luation Sheet		NOV 1949

.Page No. 2 (cont)

Charge-Out and Filing Dovices

Change edition date of 35-28 to NOV 1949.

Page No. 3

Coding

Change edition date of 60-47 to NOV 1949. Change edition date of 60-66 to NOV 1949.

Page No. 4

Control and Follow-Ups

Delete 30-5.

Insert after 32-12 - Blue:

32-12 Position Control - Yellow

JUL 1949

Change edition date of 36-15 to NOV. 1949.

Insert after 36-89:

36-90

Monthly Abstract of Issues of Gasoline, NOV 1949 Oil and Operating Supplies

Change edition date of 37-15 - White to DEC 1949.

Page No. 5

Control and Follow-Ups (cont)

59-1

No Title - OPC Project Control

DEC 1949

Change edition date of 60-65 to NOV 1949.

Insert after 60-68:

70-11

Portable Map Catalog Card

NOV 1949

Change edition date of 70-41 to NOV 1949.

Change edition date of 70-47 to DEC 1949.

Page No. 6

Examinations and Tests

Change edition date of 37-46 to NOV 1949.

-2-

Page No. 6 (cont)

File Slips

Change edition date of 38-62 to DEC 1949.

Page No. 7

Information Requests, Reports and Records

Change edition date of 51-4 Λ to NOV 1949.

Change edition date of 51-4A-I to NOV 1949.

Change edition date of 58-7 to NOV 1949.

Page No. 8

Instructions

Insort after 29-5:

- 30-15 Project Assignment Sheet ...

Inventories

Insert after 36-83:

36-91

Inventory Count Slip

NOV 1949

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Change edition dates of 35-19 and 35-42 to NOV 1949.

Page No. 9

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Envelope Receipt

NOV 1949

Modical

Change 37-27 to read as follows:

37-27

Monthly Report of Treatments

NOV 1949

Page No. 9 (cont)

Medical (cont)

Insort after 37-56A:

37-57

Physical Qualification Record

NOV 1949

Insert after 37-66:

37-72

Request for Medical Examination and/or Immunization

NOV 1949

Page No. 10

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Change edition date of 33-28 to DEC 1949.

Page No. 11

Pay Roll and Time Records

Change 36-57 to read as follows:

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Driver's Daily Time Shoot

NOV 1949

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Insert ahead of 37-68:

30-14 (TEST) Management Improvement Project Report

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Change edition date of 60-65 to NOV 1949.

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Delete 29-20.

Pago No. 13

Requirements

Chango edition date of 70-47 to DEC 1949.

Insert after 70-47A:

70-49 Intelligence Information Requirements

NOV 1949

Page No. 14.

Routing, Signature and Memo Sheets and Slips

Delete 15-1

Change edition date of 37-9 to DEC 1949.

Insert after 51-23:

51-85 Research Materials Routing Slip

DEC 1949

Change 55-5 to read as follows:

55-5 Internal Routing Slip - 00

DEC 1949

Page No. 15.

Status

Change edition date of 37-35 to DEC 1949.

Surveys, Studies, Investigations and Inspections

Insert after 32-14:

35-67 Shop Inspection Report

DEC 1949

Change edition date of 36-18 Non-SO to NOV 1949.

Change edition date of 38-24B to DEC 1949.

Change edition date of 38-48 to NOV 1949.

Change edition date of 38-48A to NOV 1949.

Page No. 16

Telecommunications

Change edition date of 35-36 White (Tissue) to NOV 1949.

-5-RESTRICTED

Page No. 16 (cont)

Telecommunications (cont)

Theort after 35-50:

35-60 35-60 35-61 35-62 35-63 35-64 35-65 35-66	Mossage Form - White Mesuage Form - Blue Message Form - Yellow Incoming Cable - Pink Outgoing Cable - White Incoming Message - Green Outgoing Message - Blue Incoming Message - White Outgoing Message - Wallow	NOV NOV NOV NOV NOV	1949 1949 1949 1949 1949 1949 1949
35-66	Outgoing Message - Yellow		1949

Insert after 36-65:

36-109 No Title - Request for Telephone State- DEC 1949 ment Certification

Page No. 17

Telepommunications (cont)

Change 56-55 by deleting "Seats" and substituting "Sheets".

Training

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Change edition date of 51-16 to NOV 1949.

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33-26 Capital Transfers Effecting Washington DEC 1949

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Travel, Transfortation and Shipping

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Page No. 19

Vouchors

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33-10 Confidential Funds Posting Voucher NOV 1949

Insert after 33-17:

33-31 Transportation Voucher - Confidential NOV 1949

Funds

Work Sheets, Charts and Graphs

Insert after 36-62:

36-92 Transportation Work Sheet NOV 1949

Insert after 60-55:

60-73 Graphics Register Analysis Sheet - NOV 1949

Personalities

-7-RESTRICTED